

# June 2024 Board Materials Packet

## AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

NOTICE OF MEETING  
Thursday June 27, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period (including introductions with Concert Committee)
3. Secretary's Report: Minutes from May 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 – review of status
  - B. MOU with Friends of the Library – review of status
  - C. Farmer's Market
13. New Business
  - A. MOU with Concert Committee
14. Public Comment Period
15. Adjournment

Next Meeting: July 25, 5:30 PM

# PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

MINUTES OF MEETING  
Thursday May 23, 5:30 PM

1. Call to order and review of agenda:
  - *Meeting called to order at 5:34 PM.*
  - *JS added "Final Reading of Open Meetings Law" and "Representation letter" for Feasibility Study agreement.*
2. Public Comment Period *No comments.*
3. Secretary's Report:
  - *Minutes from April meeting posted in the Google Drive folder:*
  - *No comment on Minutes from April meeting. Eve moved to accept. Erin seconded. Passed without objection.*
4. Treasurer's Report: *Treasurer gave satisfactory report of Starr's current operating finances with \$250k in checking, \$39,000 in M&T, \$125,000 encumbered in a CD until September and \$1.584M in endowment. Current intent is to have donated funds underwrite the expansion feasibility study. Friends joint account will reside at M&T to spread the deposits equitably. Eve moved to accept, Laura Charles seconded. Passed without exception.*
5. Director's Report: *Jaclyn read from the submitted report. See appended. Of note, there were some positive reports on the railings. Tree commission cut down the wrong tree. New trees will be replanted. Chelsea Fitzgerald is newly on staff and we are happy to have her.*
6. Friends' Report: *No representative from the Friends was present at the meeting and no report was submitted.*
7. Claims and Warrants: *Treasurer recommended the payment of the claims and warrants. Eve made motion to accept, Laura Charles seconded. Motion passed unanimously.*
8. Standing Committee Reports and Anticipated Action Items: *David asked if we could regularize the standing committee reports. Committee chairs should report the date of meetings, who was in attendance and summarize what was discussed and offer any motions.*
  - *PR Committee did meet and discussed messaging for the upcoming expansion and feasibility study. Drafts are available on the drive, please weigh in and offer any comments.*
  - *Fundraising met and discussed capital campaign. Meeting with Skolnick will clarify fundraising aims. JS met with someone with fundraising expertise who will volunteer to help map out, brainstorm and organize efforts to get the campaign started. Small and local grants might be productive and helpful. Benefit gala will be in Feb 2025.*

- *B&G did not meet this month but will meet on June 11<sup>th</sup> to discuss building plan.*
  - *Expansion did not meet this month, but now that funding is available and Skolnick will be executing both phases of the project once the contract is executed. Laura Selearo made the motion to proceed with the second phase of the project (approximately \$165,000 total) Erin seconded. No discussion and the motion passed unanimously. Representation Letter: Starr shall retain the firm of J&G Law to represent the library in legal matters pertaining to the construction and financing of an building expansion to the library at a rate of \$250 plus costs and disbursements. Laura Charles made the motion Laura Selearo seconded. All present voted in favor.*
  - *Finance Committee raised a motion to accept the final draft to the investment policy with a recent change to the language allowing TIAA to invest a percentage of Starr's endowment funds in TIAA's own mutual funds. Craig raised the motion to accept the changes. Eve seconded. All voted in favor.*
  - *Final reading to change the bylaws to combine the executive committee with the governance and personnel committees, as there are too many committees for the board population and the membership is the same. Craig moved to accept. Laura Charles seconded. All voted in favor*
  - *MOU with Friends of the Library and associated bylaw changes: Eve presented the latest draft of the M.O.U. that was largely crafted by the Friends and has made a resounding accord. Eve made the motion to accept. Laura Selearo seconded. Jay brought up the fact that Friends of Starr are having a membership drive. All board members are encouraged to join and attend book sale events. Motion to accept the M.O.U. was unanimously approved.*
  - *Final reading of Open Meetings Law Policy: Jaclyn reiterated the adoption of the open meetings law into Starr policy. Craig made a motion to accept. Erin seconded. Motion carried unanimously.*
13. New Business: *Upcoming meeting dates. June 27<sup>th</sup>. July 25<sup>th</sup> will proceed as previously planned. August meeting will be moved to the 29<sup>th</sup>. September 26<sup>th</sup> will be held as previously planned.*
14. Public Comment Period: *Jacklyn read an anonymous letter thanking Starr for providing the handrail out front.*
15. Adjournment at 6:51

Next Meeting: June 27, 5:30 PM

## **TREASURER'S REPORT**

### **INCOME VS. EXPENSES**

**Starr Library**  
**Statement of Activity**  
 May 2024

	<b>TOTAL</b>
<b>Revenue</b>	
4005.01 Restricted Grants	
4005.011 Friends of Starr Library	
4005.0121 Summer Reading	2,500.00
4005.0123 Games	500.00
<b>Total 4005.011 Friends of Starr Library</b>	<b>3,000.00</b>
4005.014 Roger Phillips Concert Series	1,070.57
<b>Total 4005.01 Restricted Grants</b>	<b>4,070.57</b>
4005.03 Unsolicited Donations	36.95
4005.05 Programs	
4006.052 Friends' Book & Art Sales	0.00
4006.054 Program Book Sales	-18.91
4006.055 Coffee & Tea Services	24.00
<b>Total 4005.05 Programs</b>	<b>5.09</b>
4005.06 Library Charges	
4007.01 Fines (Other Libraries)	0.30
4007.02 Copy & Fax Fees	203.80
4007.04 Lost Book Fees	43.00
4007.06 Square Revenue	-9.11
<b>Total 4005.06 Library Charges</b>	<b>237.99</b>
4008 Interest & Dividends	32.19
<b>Total Revenue</b>	<b>\$4,382.79</b>
<b>GROSS PROFIT</b>	<b>\$4,382.79</b>
<b>Expenditures</b>	
5001 Staff Expenses	
5001.01 Salary & Wages	11,253.42
5001.011 Certified Librarians	6,354.11
5001.012 Clerical Staff	4,376.88
5001.013 Students	466.67
<b>Total 5001.01 Salary &amp; Wages</b>	<b>22,451.08</b>
5001.02 Employee Benefits	
5001.021 Health Insurance	4,077.23
<b>Total 5001.02 Employee Benefits</b>	<b>4,077.23</b>
5001.03 Payroll Taxes	8,278.64
5001.04 Other Staff Expenses	
5001.037 Worker's Comp Insurance	124.81
5001.038 Payroll Administrative Fees	180.41
<b>Total 5001.04 Other Staff Expenses</b>	<b>305.22</b>
<b>Total 5001 Staff Expenses</b>	<b>35,112.17</b>
5002 Collection Expenses	
5002.00 Print	
5002.001 Books	
5002.0011 Funded	1,943.88

	TOTAL
5002.0012 Large Print Funded	173.96
<b>Total 5002.001 Books</b>	<b>2,117.84</b>
5002.002 Periodicals	
5002.0024 Unfunded	517.95
<b>Total 5002.002 Periodicals</b>	<b>517.95</b>
<b>Total 5002.00 Print</b>	<b>2,635.79</b>
5002.01 Electronic	
5002.011 Funded	2,157.24
<b>Total 5002.01 Electronic</b>	<b>2,157.24</b>
5002.05 Other	
5002.055 Museum Passes	250.00
<b>Total 5002.05 Other</b>	<b>250.00</b>
<b>Total 5002 Collection Expenses</b>	<b>5,043.03</b>
5003 Capital Expenditures from Operating Funds	
5003.01 Paid from Local Public Funds	2,925.00
<b>Total 5003 Capital Expenditures from Operating Funds</b>	<b>2,925.00</b>
5004 Building & Equipment	
5004.030 Utilities	1,087.06
5004.032 Propane	106.95
<b>Total 5004.030 Utilities</b>	<b>1,194.01</b>
5004.09 Other B&E Expenses	
5004.092 Trash	145.86
5004.093 Janitor	1,400.00
5004.095 Lawn	650.00
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>2,195.86</b>
<b>Total 5004 Building &amp; Equipment</b>	<b>3,389.87</b>
5005 Miscellaneous	
5005.01 Library Supplies	402.17
5005.023 Office Supplies	-14.24
5005.021 Funded	79.60
<b>Total 5005.023 Office Supplies</b>	<b>65.36</b>
5005.03 Telecommunications	88.72
5005.06 Fundraising Expenses	
5005.063 Other Fundraising Expenses	
5005.0631 Bloomerang Fees	8.57
5005.0632 Square Fees	0.00
<b>Total 5005.063 Other Fundraising Expenses</b>	<b>8.57</b>
<b>Total 5005.06 Fundraising Expenses</b>	<b>8.57</b>
5005.10 Program Expenses	355.80
5005.11 Author & Presenter Fees	1,450.00
5005.12 Supplies & Refreshments	151.64
5005.121 Funded	116.90
<b>Total 5005.12 Supplies &amp; Refreshments</b>	<b>268.54</b>
<b>Total 5005.10 Program Expenses</b>	<b>2,074.34</b>
5005.14 Advertising & Marketing	
5005.141 Website & Social Media	44.00
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>44.00</b>
5005.17 Dues & Subscriptions	76.00

	TOTAL
<b>Total 5005 Miscellaneous</b>	<b>2,759.16</b>
9999 Ask My Accountant	-311.91
<b>Total Expenditures</b>	<b>\$48,917.32</b>
NET OPERATING REVENUE	<b>\$ -44,534.53</b>
NET REVENUE	<b>\$ -44,534.53</b>

# BUDGET VS. ACTUAL

## Starr Library

### Budget vs. Actuals

January - May, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	465,072	464,800	272	100.00 %
<b>Total 4001 Local Public Funds</b>	<b>465,072</b>	<b>464,800</b>	<b>272</b>	<b>100.00 %</b>
4002 MHLS Cash Grants		2,000	(2,000)	
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	
4005.0121 Summer Reading	2,500		2,500	
4005.0123 Games	500		500	
<b>Total 4005.011 Friends of Starr Library</b>	<b>22,000</b>	<b>20,000</b>	<b>2,000</b>	<b>110.00 %</b>
4005.013 Thomas B. Kelly	630		630	
4005.014 Roger Phillips Concert Series	6,854		6,854	
4005.0190 Other Restricted Grants		5,000	(5,000)	
<b>Total 4005.01 Restricted Grants</b>	<b>29,484</b>	<b>25,000</b>	<b>4,484</b>	<b>118.00 %</b>
4005.03 Unsolicited Donations	2,220	10,000	(7,780)	22.00 %
4005.05 Programs				
4006.054 Program Book Sales	177		177	
4006.055 Coffee & Tea Services	(21)		(21)	
4006.056 Art Sales	379		379	
<b>Total 4005.05 Programs</b>	<b>534</b>		<b>534</b>	
4005.06 Library Charges		1,500	(1,500)	
4007.01 Fines (Other Libraries)	(5)		(5)	
4007.02 Copy & Fax Fees	970		970	
4007.04 Lost Book Fees	809		809	
4007.05 Room Rentals	315		315	
4007.06 Square Revenue	(710)		(710)	
<b>Total 4005.06 Library Charges</b>	<b>1,377</b>	<b>1,500</b>	<b>(123)</b>	<b>92.00 %</b>
4005.07 Annual Appeal	13,618	55,000	(41,382)	25.00 %
4008 Interest & Dividends	71	500	(429)	14.00 %
4008.01 Operating Account	67		67	
<b>Total 4008 Interest &amp; Dividends</b>	<b>138</b>	<b>500</b>	<b>(362)</b>	<b>28.00 %</b>
4500 Transfers In				
4500.02 Transfers from Endowment		58,000	(58,000)	
<b>Total 4500 Transfers In</b>		<b>58,000</b>	<b>(58,000)</b>	
<b>Total Revenue</b>	<b>\$512,443</b>	<b>\$616,800</b>	<b>\$ (104,357)</b>	<b>83.00 %</b>
<b>GROSS PROFIT</b>	<b>\$512,443</b>	<b>\$616,800</b>	<b>\$ (104,357)</b>	<b>83.00 %</b>
Expenditures				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5001 Staff Expenses		413,331	(413,331)	
5001.01 Salary & Wages	11,253		11,253	
5001.011 Certified Librarians				
5001.0111 Director	32,756		32,756	
5001.0112 Assistant Director	23,242		23,242	
5001.0113 Program Director	21,573		21,573	
<b>Total 5001.011 Certified Librarians</b>	<b>77,571</b>		<b>77,571</b>	
5001.012 Clerical Staff	46,635		46,635	
5001.013 Students	2,467		2,467	
<b>Total 5001.01 Salary &amp; Wages</b>	<b>137,927</b>		<b>137,927</b>	
5001.02 Employee Benefits				
5001.021 Health Insurance	21,223		21,223	
<b>Total 5001.02 Employee Benefits</b>	<b>21,223</b>		<b>21,223</b>	
5001.03 Payroll Taxes	20,508		20,508	
5001.0312 Social Security	5,155		5,155	
5001.0313 Medicare	1,206		1,206	
<b>Total 5001.03 Payroll Taxes</b>	<b>26,869</b>		<b>26,869</b>	
5001.04 Other Staff Expenses				
5001.032 Disability/Family Leave Insurance	1,454		1,454	
5001.037 Worker's Comp Insurance	653		653	
5001.038 Payroll Administrative Fees	901		901	
5001.041 Travel & Training	85		85	
<b>Total 5001.04 Other Staff Expenses</b>	<b>3,093</b>		<b>3,093</b>	
<b>Total 5001 Staff Expenses</b>	<b>189,111</b>	<b>413,331</b>	<b>(224,220)</b>	<b>46.00 %</b>
5002 Collection Expenses		50,000	(50,000)	
5002.00 Print				
5002.001 Books				
5002.0010 Unfunded	70		70	
5002.0011 Funded	11,670		11,670	
5002.0012 Large Print Funded	904		904	
5002.0013 Sponsored Author	36		36	
<b>Total 5002.001 Books</b>	<b>12,680</b>		<b>12,680</b>	
5002.002 Periodicals				
5002.0024 Unfunded	2,441		2,441	
<b>Total 5002.002 Periodicals</b>	<b>2,441</b>		<b>2,441</b>	
<b>Total 5002.00 Print</b>	<b>15,120</b>		<b>15,120</b>	
5002.01 Electronic				
5002.011 Funded	4,377		4,377	
5002.040 Unfunded	3,727		3,727	
<b>Total 5002.01 Electronic</b>	<b>8,104</b>		<b>8,104</b>	
5002.05 Other				
5002.051 DVDs & CDs	377		377	
5002.055 Museum Passes	675		675	
<b>Total 5002.05 Other</b>	<b>1,052</b>		<b>1,052</b>	
<b>Total 5002 Collection Expenses</b>	<b>24,276</b>	<b>50,000</b>	<b>(25,724)</b>	<b>49.00 %</b>
5003 Capital Expenditures from Operating Funds				
5003.01 Paid from Local Public Funds	2,925		2,925	



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5003 Capital Expenditures from Operating Funds</b>	<b>2,925</b>		<b>2,925</b>	
5004 Building & Equipment		43,500	(43,500)	
5004.01 B&E Repairs				
5004.011 Paid from Local Public Funds	4,999		4,999	
5004.012 Paid from Other Sources	1,868		1,868	
<b>Total 5004.01 B&amp;E Repairs</b>	<b>6,867</b>		<b>6,867</b>	
5004.030 Utilities	1,087	33,000	(31,913)	3.00 %
5004.031 Electric	3,860		3,860	
5004.032 Propane	2,264		2,264	
5004.033 Water	294		294	
5004.034 Fuel	2,372		2,372	
<b>Total 5004.030 Utilities</b>	<b>9,877</b>	<b>33,000</b>	<b>(23,123)</b>	<b>30.00 %</b>
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	
<b>Total 5004.04 Commercial Insurance</b>	<b>2,695</b>	<b>13,000</b>	<b>(10,305)</b>	<b>21.00 %</b>
5004.09 Other B&E Expenses				
5004.091 Security	1,322		1,322	
5004.092 Trash	438		438	
5004.093 Janitor	7,000		7,000	
5004.094 Snow Removal	1,043		1,043	
5004.095 Lawn	650		650	
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>10,452</b>		<b>10,452</b>	
<b>Total 5004 Building &amp; Equipment</b>	<b>29,891</b>	<b>89,500</b>	<b>(59,609)</b>	<b>33.00 %</b>
5005 Miscellaneous				
5005.01 Library Supplies	1,411	7,500	(6,089)	19.00 %
5005.023 Office Supplies	(14)		(14)	
5005.021 Funded	316		316	
5005.022 Unfunded	887		887	
<b>Total 5005.023 Office Supplies</b>	<b>1,189</b>		<b>1,189</b>	
5005.03 Telecommunications	1,407		1,407	
5005.04 Professional Fees		8,000	(8,000)	
5005.042 Accounting	4,000		4,000	
5005.043 Bookkeeping	12		12	
<b>Total 5005.04 Professional Fees</b>	<b>4,012</b>	<b>8,000</b>	<b>(3,988)</b>	<b>50.00 %</b>
5005.05 Equipment/Technology	420	3,000	(2,580)	14.00 %
5005.06 Fundraising Expenses	334		334	
5005.061 Annual Appeal Expenses	104	4,000	(3,896)	3.00 %
5005.062 Grant Expenses		5,000	(5,000)	
5005.063 Other Fundraising Expenses	136	5,000	(4,864)	3.00 %
5005.0631 Bloomerang Fees	2,431		2,431	
5005.0632 Square Fees	8		8	
<b>Total 5005.063 Other Fundraising Expenses</b>	<b>2,574</b>	<b>5,000</b>	<b>(2,426)</b>	<b>51.00 %</b>
<b>Total 5005.06 Fundraising Expenses</b>	<b>3,012</b>	<b>14,000</b>	<b>(10,988)</b>	<b>22.00 %</b>
5005.08 Postage & Freight	5		5	
5005.10 Program Expenses	397	12,000	(11,603)	3.00 %
5005.11 Author & Presenter Fees	4,045		4,045	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.12 Supplies & Refreshments	1,221		1,221	
5005.121 Funded	145		145	
<b>Total 5005.12 Supplies &amp; Refreshments</b>	<b>1,366</b>		<b>1,366</b>	
<b>Total 5005.10 Program Expenses</b>	<b>5,809</b>	<b>12,000</b>	<b>(6,191)</b>	<b>48.00 %</b>
5005.13 Bank Service Charges		900	(900)	
5005.14 Advertising & Marketing		1,500	(1,500)	
5005.141 Website & Social Media	380		380	
5005.147 Other	881		881	
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>1,261</b>	<b>1,500</b>	<b>(239)</b>	<b>84.00 %</b>
5005.16 Mid-Hudson Library System	5,205	12,000	(6,796)	43.00 %
5005.17 Dues & Subscriptions	720		720	
5005.99 Director's Discretionary Fund	222		222	
<b>Total 5005 Miscellaneous</b>	<b>24,672</b>	<b>58,900</b>	<b>(34,228)</b>	<b>42.00 %</b>
9999 Ask My Accountant	206		206	
<b>Total Expenditures</b>	<b>\$271,081</b>	<b>\$611,731</b>	<b>\$ (340,650)</b>	<b>44.00 %</b>
NET OPERATING REVENUE	<b>\$241,363</b>	<b>\$5,069</b>	<b>\$236,294</b>	<b>4,762.00 %</b>
NET REVENUE	<b>\$241,363</b>	<b>\$5,069</b>	<b>\$236,294</b>	<b>4,762.00 %</b>

# DIRECTOR'S REPORT

June 27, 2024

## PROGRAMS

<b>Attendance</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>
Adult & multi-age ongoing programs/series/clubs	304	352	299	310	331
Special events	80	357	277	1227	373
Children's/YA programs	215	231	211	248	222
Outside groups - reserved rooms	26	91	74	176	64
Virtual programs	21	28	20	24	0
<b>Total attendance*</b>	<b>691</b>	<b>1008</b>	<b>876</b>	<b>1961</b>	<b>985</b>

\*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, Eco Fest, Housing Series.

Highlights from May:

- **Literary:** Photographer/Author Lowell Handler, Molly Prentiss In Conversation with Rachel Ephraim, Fiction Workshop, Memoir Writing Workshop, Starr Book Club, Mystery Book Club, Cookbook Club
- **Fun, Health & Education:** RCSD Art Show, Pride Clothing Swap, Printmaking Workshop, Nerds at Nite, Jay & Molly (folk concert), Filmmaking 101
- **Outside Groups & Partnerships:** Anderson Center, BeckHook Pride, Culture Connect, Dutchess County Office for the Aging, La Leche League, Megabrain Comics, Morton Library, Rhinebeck at Home, Rhinebeck Central School District, Rhinebeck Historical Society, Starr Stitchers, Thrift2Fight

- **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 to Promote:

- Summer Reading Kickoff / Community Photo Shoot – Friday, June 28, 3-6pm
- Hudson Valley Chamber Musicians – Sunday, July 7, 3-4pm (outdoors)
- West African Drumming – Saturday, July 13, 11am-12pm
- Traveling Lantern Theater Co “The Caterpillar Hunter” – Saturday, July 20, 11am-12pm
- E River Blues Band (concert series) – Saturday, July 20, 4:30-5:30pm
- Friends Book Sale – July 26 & 27

## BUILDING & GROUNDS

- Sidewalk ADA ramp
- Developing ideas for updating the story room to be welcoming for tweens and teens

## EXPANSION

- Finalized contract with Skolnick with the assistance of our new attorney, Ben Gailey
- Started a spreadsheet to map who knows who to lay groundwork for fundraising

## PATRON SERVICES

- Displays: Tom Blackwell (art), Juneteenth, Pride, Pen Pal Postcards
- Update on Summer reading
- Little Free Library for LGBTQ - need contractor to install

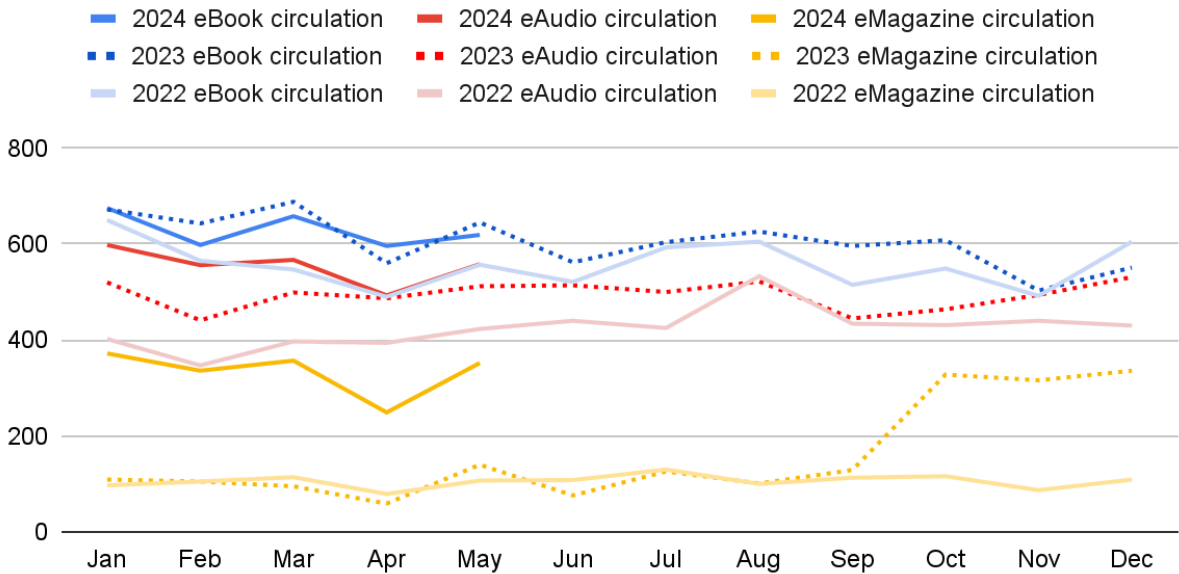
## TRUSTEE PROGRAMS

You can access the full Trustee Handbook Book Club series resources online at <https://midhudson.org/trusteebookclub/>

## STATISTICS

# Overdrive Borrowing

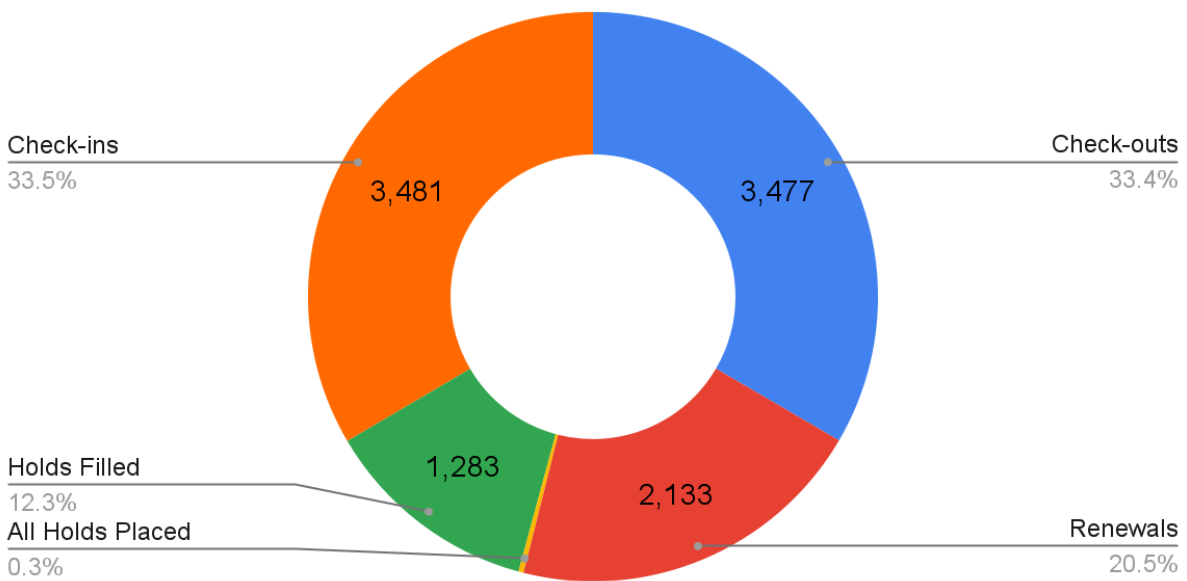
Rhinebeck Residents



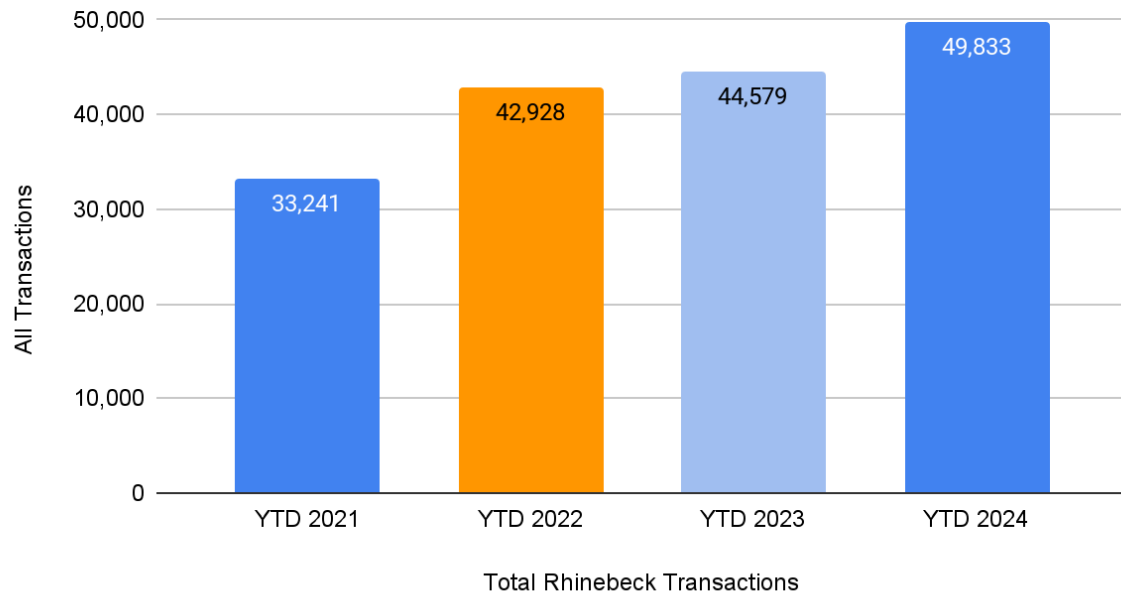
## CIRCULATION DESK

### Last Month's Transactions at Rhinebeck Circulation Desk

May 2024 = 9,141 total transactions

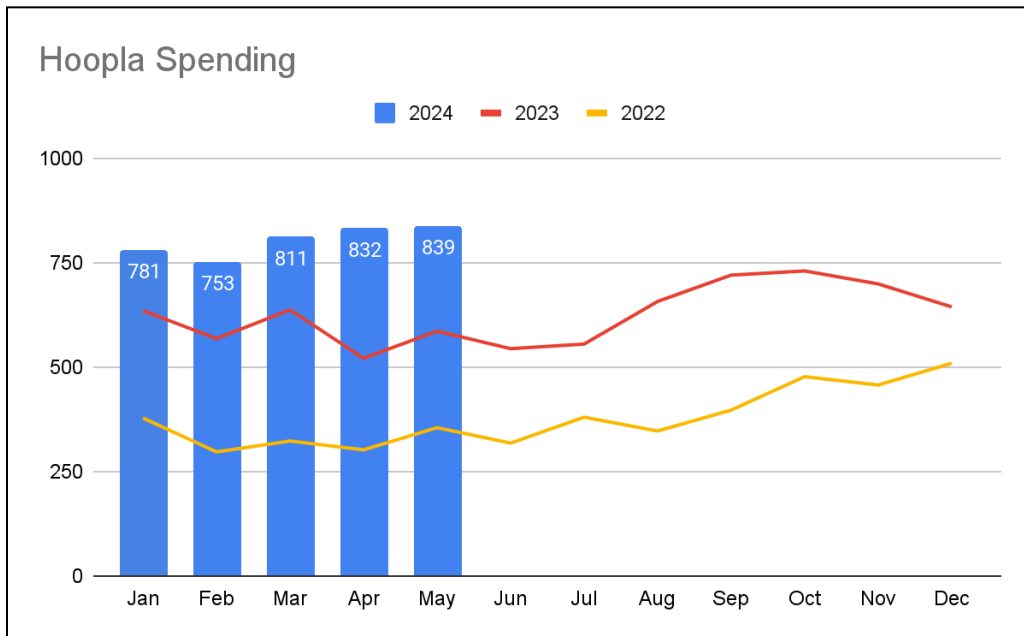
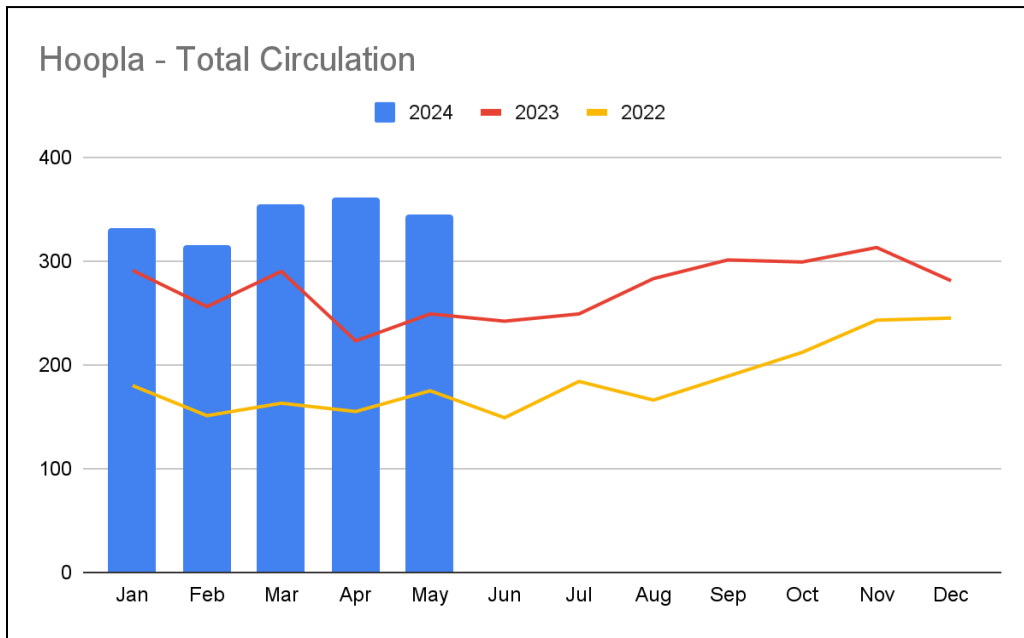


## Year-to-Date Comparison: Total Transactions by Location



# HOOPLA - May

<p>345</p> <p>Total Circulations</p> <p>0 Flex      345 Instant</p>	<p>\$839.13</p> <p>Amount Spent</p> <p>\$0.00 Flex      \$839.13 Instant</p>	<p>Average Cost per Circulation</p> <p>\$0.00 Flex      \$2.43 Instant</p>	
<p>9</p> <p>New Patrons</p>	<p>131</p> <p>Unique Patrons</p>	<p>2.6</p> <p>Average Circulations per Patron</p>	<p>100%</p> <p>Borrows with Zero Wait Time</p>



## **NOMINATING COMMITTEE MEETING MINUTES**

## **GOVERNANCE COMMITTEE MEETING MINUTES**

## **FINANCE COMMITTEE MEETING MINUTES**

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

### **B&G Meeting Notes**

Meeting was held in the Community Room at 5:30 pm on June 11, 2024. The Mary Frazer Room was in use by the Cookbook Book Club and they shared their prepared dishes with the committee near the end of the meeting. The food was excellent.

In attendance:

Julie Zito

Laura Selearo

[Jaclyn Savolainen](#)

Jay Burgess

Craig Oleszewski

This meeting proceeded without a prior agenda apart from looking over the Building Plan.

The existing building plan was updated and discussed.

**Parking Lot/Curb and Ramp:** This is an ongoing and important topic that involves the accessibility of the library to everyone. The handrail in front and lowered curb are improvements that are getting positive reviews but the work on the curb and at the base of the ramp still need adjustments.

**Trees:** There is one newly planted tree to the northeast that is probably on the Town property but it will need to be watered. Checking with the Town to see if someone can make that happen as it is too far from the library and would require stretching a hose across the parking lot and sidewalk.

**A/C Units:** The under-window units in the basement are beginning to falter and they are expensive to replace (\$2,500 ea). One in the Mary Fraser Room has already broken but Jacklyn reports that there is rarely a need to run both units in that room as it is nestled into the basement and doesn't get that hot.



Phones and internet: Still talking about flipping one line over to VOIP as a test before adopting the general voicemail system

VOIP: See above

Yard drainage: There needs to be a swale to carry water from the front of the building (north) where a small lake sometimes forms.

There was a tour of the building for Jay's benefit. Craig and Julie left at 6:40 and the rest continued with the tour.

Adjourn 6:40

## **EXPANSION COMMITTEE MEETING MINUTES**

## **PR COMMITTEE MEETING MINUTES**

## **FUNDRAISING COMMITTEE MEETING MINUTES**

**Fundraising Meeting Minutes**

**Meeting 6/12/24**

**Submitted By Erin Humbaugh**

**Next Meeting 7/10/24**

**Attendees: Erin Humbaugh, Jaclyn Savolainen, Andrew Schulkind, Eve Wood**

### **Capital Campaign**

- Jaclyn spoke with a development expert. She suggested creating a map of people and connections to begin having "front porch conversations."
- Erin will begin to make a mind map to share with the committee

### **Benefit**

- Erin contacted a couple caterers with no success, she will continue to search for a caterer. Market St., Puerto Rican Place, Cj's for pizza for the kids.
- David and Erin will coordinate to find a time for the benefit committee to see the space at Brookmeade.

- At the next meeting the committee will plan and set the dates for creating the benefit teams.

## ATTACHMENTS

Memorandum of Understanding – draft dated June 8, 2024

The purpose of this Memorandum of Understanding is to define the relationship between Starr Library and the Roger Phillips Memorial Community Concert Association (the “RPMCCA”), an unincorporated group, and to set forth expectations and general arrangements, roles, and responsibilities to which the Board of Trustees and the Executive Committee of the RPMCCA agree.

The mission of the RPMCCA is to organize and create a diverse music series of concerts for the community which could be offered rain or shine and would be free to the public. The RPMCCA believes partnering with the Starr Library will benefit the RPMCCA in achieving its mission. For the Starr Library, partnering with the RPMCCA will continue to raise the Starr Library’s profile as a community supporting institution, offering enriching programs for a diverse audience of all ages.

The RPMCCA will become a committee (“the Concert Committee”) of Starr Institute, Inc. acting on behalf of the Library and subject to the Library’s Bylaws. The Concert Committee will maintain a set of governance rules and procedures to organize their membership and activities. The Library Board of Trustees in cooperation with the Executive Committee of the Concert Committee may institute requirements over the operations and finances of the Concert Committee 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. Keep the Concert Committee up-to-date with its long-term planning process to ensure that the Concert Committee is aware of the goals and directions of the Library.
2. Share the Library’s strategic initiatives with the Concert Committee as they develop and offer suggestions as to how the resources of the Concert Committee can further these initiatives..
3. Select a member of the Board who, subject to availability, will attend the Concert Committee’s regularly scheduled meetings (based on a schedule determined by the Concert Committee with the goal that such meetings will be held after the business day) and to serve as a Liaison to the Concert Committee (Trustee Liaison).
4. Provide the Concert Committee certain space, to the extent practical, for materials needed for supporting the work of the Concert Committee. The Library also agrees to provide public space for promotional materials as well as providing public acknowledgement of the concerts organized by the Concert Committee with signage,

mentions on the website, etc.. All concerts will be held on the premises of the Starr Library, unless the Board otherwise agrees.

5. Provide staff support to assist with collecting donations to the Starr Library – Concert Committee, and in organizing the concerts on the Library’s premises. It is assumed that most of the organizational activities for concerts will be the responsibility of the Concert Committee and that the Library staff’s support will be limited. Monies collected as donations for concerts and for the Concert Committee shall be considered donations to the Starr Library but shall be segregated in a separate bank account (see below) to be used for concerts and expenses related thereto. Donations contributed on the day of a specific concert shall be split 50/50 between the Concert Committee funds and the Starr Library’s general funds. If for any given concert or series of concerts, staff of the Library is required to spend a material amount of time assisting the Concert Committee (as reasonably determined by the Board President), the Library may assess a reasonable administrative fee to be allocated to the Library’s general funds as opposed to the Concert Committee funds. This arrangement can be reviewed by the Library and the Concert Committee from time to time.

6. The Library staff will send tax contribution notices to all donors of funds for concerts or the Concert Committee.

The Concert Committee shall:

1. Dedicate their efforts to achieve the goals of the Concert Committee and to advocate 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. Among other items, the Concert Committee shall determine the artists for the concerts, with final approval by the Director. At the request of the Board President, attend a Board of Trustee’s meeting to report on the activities of the Concert Committee.
4. Invite the Library Director and Trustee Liaison as a non-voting presence to Concert Committee meetings
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 monthly to the Library’s Treasurer and Director. The Concert Committee shall use vouchers to track their expenditures.
7. A Library bank account will be dedicated to the fundraising and other efforts of the Concert Committee. The account would be designated “Starr Institute, Inc. DBA Starr Library: Concert Committee.” The Board President and Treasurer will be named as signatories on such account in addition to two signatories from the Concert Committee. The Concert Committee will be responsible for maintaining the check book of such account. The funds in such account will be kept distinct from other Library funds. The

funds in such account will be Starr Library funds but allocated to support the activities and mission of the Concert Committee.

8. Understand that the Library has the final say in accepting or declining any and all gifts to the Library.

Should the Concert Committee cease to actively fundraise to support and promote the missions of the Concert Committee and the Library, or the Concert Committee no longer desires to continue its efforts and wishes to cease being a Committee of the Board, the Concert Committee can be disbanded by the Board of Trustees, in which case any funds in the segregated Concert Committee bank account can be transferred to the general funds of the Library.