

October 2024 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday October 24, 5:30 PM

1. Call to order and review of agenda
 2. Public Comment Period
 3. Secretary's Report: Minutes from September 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
 1. New Business
 - A. Change Executive Committee to Governance Committee (includes all duties pertaining to the existing governance committee and prior personnel committee)
 - B. Action on CD for Friends of Library account
 - C. Benefit postponement
-
1. Public Comment Period
 2. Adjournment

Next Meeting: November 21, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

Minutes

Starr Library

Board of Trustees Meeting September 26, 2024,

Present were David Lavalley, Craig, Oleszewski, Erin Humbaugh, Andrew Schulkind, Jaclyn Savolainen, Laura Charles, Laura Selicaro & Eve Wood.

Jay Burgess and Valerie Jacob were missing as well as Stephen Frost.

Meeting came to order at 5:35 pm

1. Public comments. There were no public comments.
2. Minutes of the previous meeting. Eve made the motion to accept the minutes. Erin seconded. All present voted in favor.
3. Treasurers report. Andrew reported the figures as of the end of August. The endowment balance is around \$1.7 million which is up from the previous month. In October there will be a quarterly Zoom meeting with TIAA. The Trustees may discuss a TIAA fundraising role. Checkbook balance was \$60,000 as of the end of August. The endowment draw brought that amount up to about \$100,000. The M&T account was at \$94,000. \$40,000 has been taken out to pay Skolnick. Spending as of the end of August is 71 1/2% of the budgeted amount. Proportional figure should be 67%. The CD will mature before the end of September. Craig moved to accept the Treasurer's report. Eve seconded. All present voted in favor.
4. Directors report. The entire report will be available online. Attendance was down last month partly because of the Fair and also with campers returning to school. Upcoming programs were discussed. Frost Foundation grant application for Lego robotics is being prepared. Starr had a table at the BMS open house & a presence at DCLA. Staff evaluations are being postponed until the spring. Some staff are moving on and Starr will begin searching for good replacements. Sexual harassment and two hour annual trustee training documentation is due before the end of the year. Craig suggested creating a spreadsheet for tracking training. Laura Charles recommended just adding a tab to the farmers market sign-up sheet. Starr will have a table at the farmers market this coming Sunday. The nominating committee will be meeting on September 30 to look at resumes. October 1 is the PR meeting to work on getting out the letter for the annual appeal. B&G meets on October 8. Fundraising meets on October 9. Expansion meets on October 16. Finance meets on October 23. Governance meets on October 23 after the Finance meeting.
5. Stephen Frost was absent so there was no Friends report
6. Standing Committees: Fundraising report—The Fundraising Committee met on September 11 & will meet again on October 9. Currently looking to identify potential high dollar donors. Trustees should participate in basic training and having productive conversations with donors. Benefit planning was discussed and the committee is assigning tasks. —The Nominating Committee has applications and is on target to have a slate ready for presentation to the entire board by the November meeting.

7. Ad Hoc Committees: the Expansion Committee had a meeting on September 25. Looked at renderings of the proposed Children's area. Skolnik should have 100% of the schematic design completed by mid October. Jaclyn is tracking the deliverables.
8. Executive session. No executive session was held this month because Jay and Valerie are absent and would need to be present.
9. Claims and Warrants. Andrew made the motion to accept the claims and warrants and pay the bills. Erin second at the motion. All present voted in favor.
10. Eve made the motion to adjourn. Laura S seconded. All present voted in favor. Meeting adjourned at 6:30 PM.

TREASURER'S REPORT

INCOME VS. EXPENSES



Starr Library

Statement of Activity

September 2024

	TOTAL
Revenue	
4005.01 Restricted Grants	
4005.011 Friends of Starr Library	
4005.0119 Electronic Material	5,000.00
Total 4005.011 Friends of Starr Library	5,000.00
4005.0190 Other Restricted Grants	
4005.00193 Eleanor Pupko	150.00
4005.00198 Roger Phillips Concerts	102.50
4005.001981 Expenses	(36.00)
Total 4005.00198 Roger Phillips Concerts	66.50
Total 4005.0190 Other Restricted Grants	216.50
Total 4005.01 Restricted Grants	5,216.50
4005.03 Unsolicited Donations	1,433.76
4005.05 Programs	
4005.052 Friends' Book & Art Sales	0.00
4005.054 Program Book Sales	254.63
4005.055 Coffee & Tea Services	20.50
4005.061 Copy Fees	180.05
Total 4005.05 Programs	455.18
4005.06 Library Charges	
4007.04 Lost Book Fees	496.84
4007.06 Square Revenue	11.01
Total 4005.06 Library Charges	507.85
4008 Interest & Dividends	
4008.01 Operating Account	5.68
4008.05 CD or Money Market Interest	3,715.61
Total 4008 Interest & Dividends	3,721.29
4500 Transfers In	
4500.02 Transfers from Endowment	57,600.00
Total 4500 Transfers In	57,600.00
Total Revenue	\$68,934.58
GROSS PROFIT	\$68,934.58
Expenditures	
5001 Staff Expenses	
5001.01 Salary & Wages	
5001.011 Certified Librarians	
5001.0111 Director	5,413.42
5001.0112 Assistant Director	3,817.99
5001.0113 Program Director	3,476.82
Total 5001.011 Certified Librarians	12,708.23



Starr Library
Statement of Activity
September 2024

	TOTAL
5001.012 Clerical Staff	7,996.39
5001.013 Students	919.41
Total 5001.01 Salary & Wages	21,624.03
5001.02 Employee Benefits	
5001.021 Health Insurance	1,299.09
Total 5001.02 Employee Benefits	1,299.09
5001.03 Payroll Taxes	7,999.85
5001.04 Other Staff Expenses	
5001.037 Worker's Comp Insurance	142.70
5001.038 Payroll Administrative Fees	123.42
Total 5001.04 Other Staff Expenses	266.12
Total 5001 Staff Expenses	31,189.09
5002.00 Collection Expenses	
5002.01 Print	
5002.011 Books	
5002.0111 Unfunded	3,407.33
5002.0114 Large Print Funded	211.66
Total 5002.011 Books	3,618.99
5002.012 Periodicals	
5002.0121 Unfunded	406.76
Total 5002.012 Periodicals	406.76
Total 5002.01 Print	4,025.75
5002.02 Electronic	
5002.021 Unfunded	2,682.69
5002.022 Funded	1,014.89
Total 5002.02 Electronic	3,697.58
Total 5002.00 Collection Expenses	7,723.33
5004 Building & Equipment	
5004.030 Utilities	
5004.031 Electric	1,257.69
Total 5004.030 Utilities	1,257.69
5004.04 Commercial Insurance	
5004.044 Inland Marine	680.00
Total 5004.04 Commercial Insurance	680.00
5004.09 Other B&E Expenses	
5004.092 Trash	145.86
5004.093 Janitor	1,400.00
5004.095 Lawn	340.00
Total 5004.09 Other B&E Expenses	1,885.86



Starr Library
Statement of Activity
September 2024

	TOTAL
Total 5004 Building & Equipment	3,823.55
5005 Miscellaneous	
5005.01 Library Supplies	501.31
5005.02 Office Supplies	82.82
5005.03 Telecommunications	343.54
5005.05 Expansion	
5005.452 Skolnick	40,368.10
Total 5005.05 Expansion	40,368.10
5005.06 Fundraising Expenses	
5005.061 Annual Appeal Expenses	129.62
Total 5005.06 Fundraising Expenses	129.62
5005.08 Postage & Freight	73.00
5005.10 Program Expenses	
5005.101 Author & Presenter Fees	1,970.00
5005.102 Supplies & Refreshments	434.96
5005.104 Water	
5005.1041 Funded	25.35
Total 5005.104 Water	25.35
Total 5005.10 Program Expenses	2,430.31
5005.13 Bank Service Charges	13.59
5005.14 Advertising & Marketing	
5005.141 Website & Social Media	44.00
Total 5005.14 Advertising & Marketing	44.00
5005.16 Mid-Hudson Library System	1,991.25
Total 5005 Miscellaneous	45,977.54
Total Expenditures	\$88,713.51
NET OPERATING REVENUE	\$ (19,778.93)
NET REVENUE	\$ (19,778.93)

BUDGET VS. ACTUAL



Starr Library Budget vs. Actuals January - September, 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 %
Total 4001 Local Public Funds	465,072	464,800	272	100.00 %
4002 MHLS Cash Grants		2,000	(2,000)	
4002.01 Local Library Services Aid	2,110		2,110	
Total 4002 MHLS Cash Grants	2,110	2,000	110	105.00 %
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	1,000		1,000	
4005.0119 Electronic Material	10,000		10,000	
4005.0121 Summer Reading	2,500		2,500	
4005.0123 Games	500		500	
Total 4005.011 Friends of Starr Library	27,500	20,000	7,500	138.00 %
4005.0190 Other Restricted Grants		5,000	(5,000)	
4005.00191 Thomas B. Kelly	630		630	
4005.00193 Eleanor Pupko	150		150	
4005.00198 Roger Phillips Concerts	12,577		12,577	
4005.001981 Expenses	(3,467)		(3,467)	
Total 4005.00198 Roger Phillips Concerts	9,109		9,109	
4005.00199 Thompson Trust				
4005.0151 Feasibility Study	25,000		25,000	
Total 4005.00199 Thompson Trust	25,000		25,000	
Total 4005.0190 Other Restricted Grants	34,889	5,000	29,889	698.00 %
Total 4005.01 Restricted Grants	62,389	25,000	37,389	250.00 %
4005.03 Unsolicited Donations	105,825	10,000	95,825	1,058.00 %
4005.05 Programs				
4005.054 Program Book Sales	497		497	
4005.055 Coffee & Tea Services	73		73	
4005.056 Art Sales	125		125	
4005.060 Room Rentals	350		350	
4005.061 Copy Fees	1,619		1,619	
Total 4005.05 Programs	2,664		2,664	
4005.06 Library Charges		1,500	(1,500)	
4007.01 Fines (Other Libraries)	(5)		(5)	
4007.04 Lost Book Fees	1,759		1,759	



Starr Library

Budget vs. Actuals

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4007.06 Square Revenue	(303)		(303)	
Total 4005.06 Library Charges	1,452	1,500	(48)	97.00 %
4005.07 Annual Appeal	13,668	55,000	(41,332)	25.00 %
4008 Interest & Dividends		500	(500)	
4008.01 Operating Account	186		186	
4008.05 CD or Money Market Interest	3,716		3,716	
Total 4008 Interest & Dividends	3,901	500	3,401	780.00 %
4500 Transfers In				
4500.02 Transfers from Endowment	57,600	58,000	(400)	99.00 %
Total 4500 Transfers In	57,600	58,000	(400)	99.00 %
Total Revenue	\$714,680	\$616,800	\$97,880	116.00 %
GROSS PROFIT	\$714,680	\$616,800	\$97,880	116.00 %
Expenditures				
5001 Staff Expenses		413,331	(413,331)	
5001.01 Salary & Wages				
5001.011 Certified Librarians				
5001.0111 Director	56,300		56,300	
5001.0112 Assistant Director	39,499		39,499	
5001.0113 Program Director	36,474		36,474	
Total 5001.011 Certified Librarians	132,273		132,273	
5001.012 Clerical Staff	83,244		83,244	
5001.013 Students	6,891		6,891	
Total 5001.01 Salary & Wages	222,408		222,408	
5001.02 Employee Benefits				
5001.021 Health Insurance	35,004		35,004	
Total 5001.02 Employee Benefits	35,004		35,004	
5001.03 Payroll Taxes	56,772		56,772	
5001.0312 Social Security	4,323		4,323	
5001.0313 Medicare	1,011		1,011	
Total 5001.03 Payroll Taxes	62,107		62,107	
5001.04 Other Staff Expenses				
5001.032 Disability/Family Leave Insurance	1,518		1,518	
5001.037 Worker's Comp Insurance	1,285		1,285	
5001.038 Payroll Administrative Fees	1,385		1,385	
5001.041 Travel & Training	85		85	
Total 5001.04 Other Staff Expenses	4,274		4,274	
Total 5001 Staff Expenses	323,793	413,331	(89,538)	78.00 %
5002.00 Collection Expenses		50,000	(50,000)	
5002.01 Print				



Starr Library

Budget vs. Actuals

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5002.011 Books				
5002.0111 Unfunded	19,895		19,895	
5002.0112 Funded	10,000		10,000	
5002.0114 Large Print Funded	1,807		1,807	
5002.0116 Sponsored Author	54		54	
Total 5002.011 Books	31,757		31,757	
5002.012 Periodicals				
5002.0121 Unfunded	3,845		3,845	
Total 5002.012 Periodicals	3,845		3,845	
Total 5002.01 Print	35,602		35,602	
5002.02 Electronic				
5002.021 Unfunded	7,188		7,188	
5002.022 Funded	10,000		10,000	
Total 5002.02 Electronic	17,188		17,188	
5002.03 Other	158		158	
5002.031 DVDs & CDs	377		377	
5002.032 Museum Passes	100		100	
5002.0321 Unfunded	600		600	
5002.0322 Funded	755		755	
Total 5002.032 Museum Passes	1,455		1,455	
5002.033 Games & Toys				
5002.0331 Funded	166		166	
Total 5002.033 Games & Toys	166		166	
Total 5002.03 Other	2,156		2,156	
Total 5002.00 Collection Expenses	54,945	50,000	4,945	110.00 %
5003 Capital Expenditures from Operating Funds				
5003.01 Paid from Local Public Funds	2,925		2,925	
Total 5003 Capital Expenditures from Operating Funds	2,925		2,925	
5004 Building & Equipment		43,500	(43,500)	
5004.01 B&E Repairs	486		486	
5004.011 Paid from Local Public Funds	6,708		6,708	
5004.012 Paid from Other Sources	1,868		1,868	
Total 5004.01 B&E Repairs	9,062		9,062	
5004.030 Utilities		33,000	(33,000)	
5004.031 Electric	10,713		10,713	
5004.032 Propane	4,636		4,636	
5004.033 Water	441		441	
Total 5004.030 Utilities	15,790	33,000	(17,210)	48.00 %
5004.04 Commercial Insurance	2,695	13,000	(10,305)	21.00 %



Starr Library

Budget vs. Actuals

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5004.041 Commercial Package	3,485		3,485	
5004.042 Auto-Commercial	113		113	
5004.043 Umbrella	525		525	
5004.044 Inland Marine	680		680	
Total 5004.04 Commercial Insurance	7,498	13,000	(5,502)	58.00 %
5004.09 Other B&E Expenses				
5004.091 Security	1,983		1,983	
5004.092 Trash	875		875	
5004.093 Janitor	13,300		13,300	
5004.094 Snow Removal	1,043		1,043	
5004.095 Lawn	2,925		2,925	
Total 5004.09 Other B&E Expenses	20,126		20,126	
Total 5004 Building & Equipment	52,476	89,500	(37,024)	59.00 %
5005 Miscellaneous				
5005.01 Library Supplies	2,746	5,500	(2,754)	50.00 %
5005.02 Office Supplies	1,080		1,080	
5005.03 Telecommunications	3,608		3,608	
5005.04 Professional Fees		8,000	(8,000)	
5005.043 Bookkeeping	12		12	
Total 5005.04 Professional Fees	12	8,000	(7,988)	0.00 %
5005.05 Expansion				
5005.0451 Other	2,594		2,594	
5005.452 Skolnick	125,784		125,784	
Total 5005.05 Expansion	128,378		128,378	
5005.06 Fundraising Expenses	334		334	
5005.061 Annual Appeal Expenses	233	4,000	(3,767)	6.00 %
5005.062 Grant Expenses		5,000	(5,000)	
5005.063 Other Fundraising Expenses		5,000	(5,000)	
5005.0631 Bloomerang Fees	2,439		2,439	
5005.0632 Square Fees	(4)		(4)	
5005.0633 Postage	68		68	
Total 5005.063 Other Fundraising Expenses	2,503	5,000	(2,497)	50.00 %
Total 5005.06 Fundraising Expenses	3,071	14,000	(10,929)	22.00 %
5005.08 Postage & Freight	282		282	
5005.10 Program Expenses		14,000	(14,000)	
5005.101 Author & Presenter Fees	9,735		9,735	
5005.102 Supplies & Refreshments	2,589		2,589	
5005.104 Water				
5005.1041 Funded	741		741	
5005.1042 Unfunded	10		10	



Starr Library

Budget vs. Actuals

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5005.104 Water	750		750	
Total 5005.10 Program Expenses	13,074	14,000	(926)	93.00 %
5005.11 Equipment/Technology	1,166	3,000	(1,834)	39.00 %
5005.13 Bank Service Charges	14	900	(886)	2.00 %
5005.135 Interest Expense	34		34	
5005.137 Other	693		693	
Total 5005.13 Bank Service Charges	741	900	(159)	82.00 %
5005.14 Advertising & Marketing		1,500	(1,500)	
5005.141 Website & Social Media	1,437		1,437	
5005.147 Other	76		76	
Total 5005.14 Advertising & Marketing	1,513	1,500	13	101.00 %
5005.16 Mid-Hudson Library System	9,150	12,000	(2,850)	76.00 %
5005.17 Dues & Subscriptions	720		720	
5005.99 Director's Discretionary Fund	222		222	
Total 5005 Miscellaneous	165,763	58,900	106,863	281.00 %
Total Expenditures	\$599,902	\$611,731	\$ (11,829)	98.00 %
NET OPERATING REVENUE	\$114,778	\$5,069	\$109,709	2,264.00 %
NET REVENUE	\$114,778	\$5,069	\$109,709	2,264.00 %

DIRECTOR'S REPORT

Oct 24, 2024

PROGRAMS

Attendance	May	June	July	Aug	Sep
Adult & multi-age ongoing programs/series/clubs	331	278	314	247	418
Special events	373	530	746	422	422
Children's/YA programs	222	190	294	218	174
Outside groups - reserved rooms	64	351	35	115	53
Virtual programs	0	0	0	0	0
Campers			511	177	0
Total attendance*	985	1349	1728	1205	1100

*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.

Highlights from Sept & Oct:

- **Special Events in Sep:** Rhinebeck@Home Series, Michelle Hinchey & Sarahana Shrestha (re: Central Hudson), Art Exhibit by Anderson Center, Planning for Fall Kitchen Gardens, Michael Gelb Author Talk, Intro to Pickleball (offsite), Shadow Puppet Workshop, Climate Change Workshop, PTSO Picnic, What is Color, Bard Conservatory
- **Special Events in Oct:** Back to School Ice Cream Social, Sass and Brass, Alex Hannaford Author Talk, Daniel Lavery Author Talk, Improv & Theater Games, Navigating Medicare, Cookbook Club
- **Outside Groups & Partnerships:** Rhinebeck Democrats, Anderson Center, Culture Connect, La Leche League, Megabrain Comics, Morton Library, Oblong, Omega Institute, Rhinebeck at Home, Rhinebeck Historical Society, Starr Stitchers, Rhinebeck Farmers' Market, Rhinebeck PTSO, Roger Phillips Concert Committee
- **Ongoing:** Storytime, Music & Movement, Connect & Play, All Abilities Hour, Chair Yoga, Family Yoga, Lego Hour, Mahjong, Scrabble, Brain Games, Sound Meditation, Qigong, Teen Tech, Starr Stitchers

Upcoming Special Programs:

- Friends Book Sale: Oct. 25 & 26
- Author Talk with Dr. Carlos Eire: "They Flew": Oct. 27 at 4:30pm

- Voting Site

PATRON SERVICES

- Displays for Banned Books Week, Hispanic Heritage Month, Cheese
- Community Photo Shoot Exhibit with Mike Lawrie's photos
- Hosted collection site for hygiene items with DAR
- LFL dedication with Mayor and Town Supervisor

FUNDING/FUNDRAISING

- Annual appeal letter is almost ready!
- Rescheduling gala

OUTREACH

- Book bike trip to the Farmers' Market
- Presented at middle school for families new to English
- Theater for seniors idea in the early stages

OTHER

- Met with Thomas Thompson Trustees
- Dutchess County Library Association Meeting

BUILDING

- Broken lamppost replaced

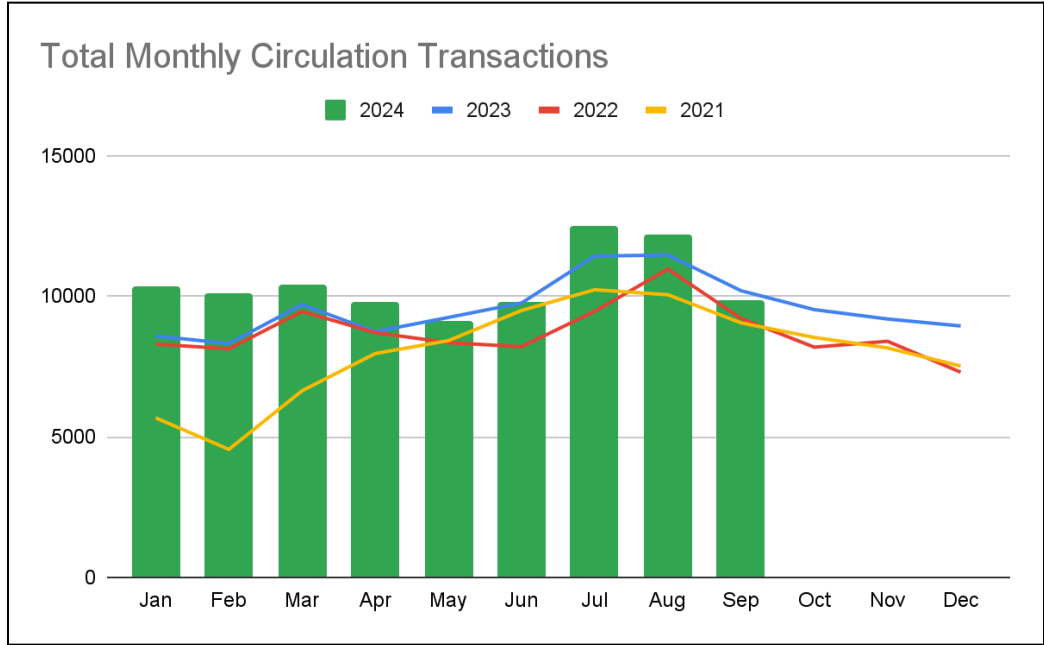
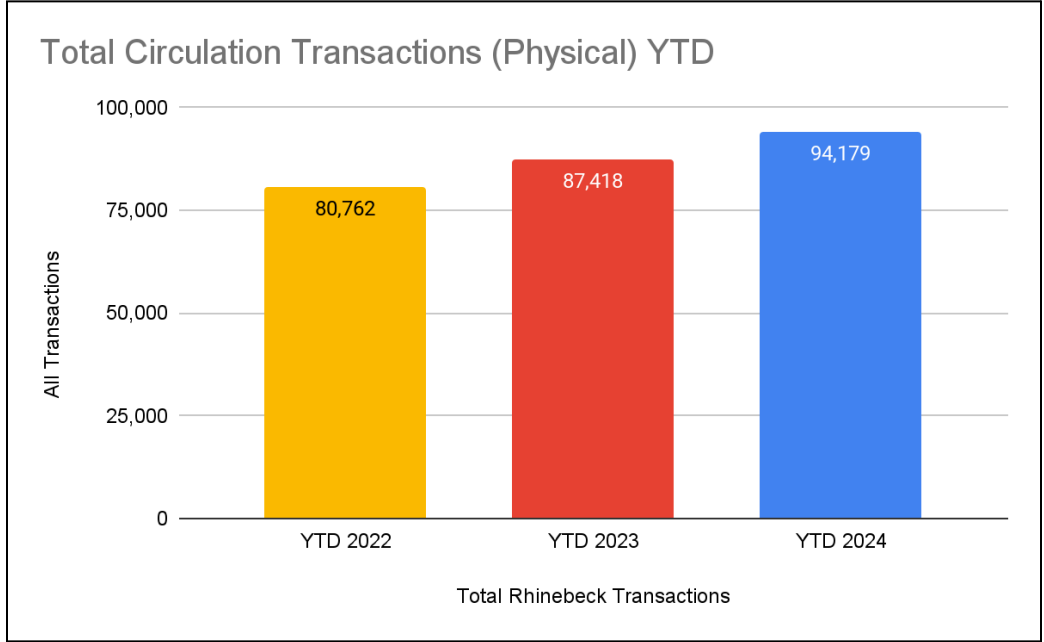
TRUSTEE PROGRAMS

- Time to complete mandatory annual Sexual Harassment Prevention trainings! Scroll down to the "Training Videos" section and complete the fillable PDF sheet.
<https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>
- Reminder that 2 hours of training is required yearly for each trustee. Trainings are available at: <https://my.nicheacademy.com/midhudson-trustees>.

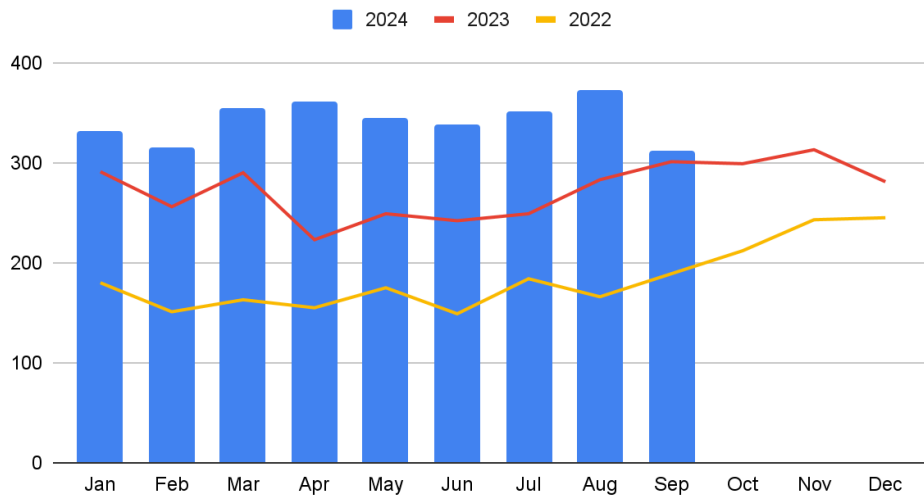
UPCOMING MEETINGS

- MHLS Annual Membership Meeting: Oct. 25, 8:30am
- Fundraising Tips: Oct 29, 5:45pm
- PR Committee: Nov 5, 5:30pm
- B&G: Nov 12, 5:30pm
- Fundraising: Nov 13, 5:30pm
- Friends: Nov 20, 1pm
- Expansion: Nov 20, 5:45pm
- Governance: Nov 21, 4:30pm
- Nov full board meeting: Nov 21, 4:30pm
- December full board meeting: Dec 19?

STATISTICS

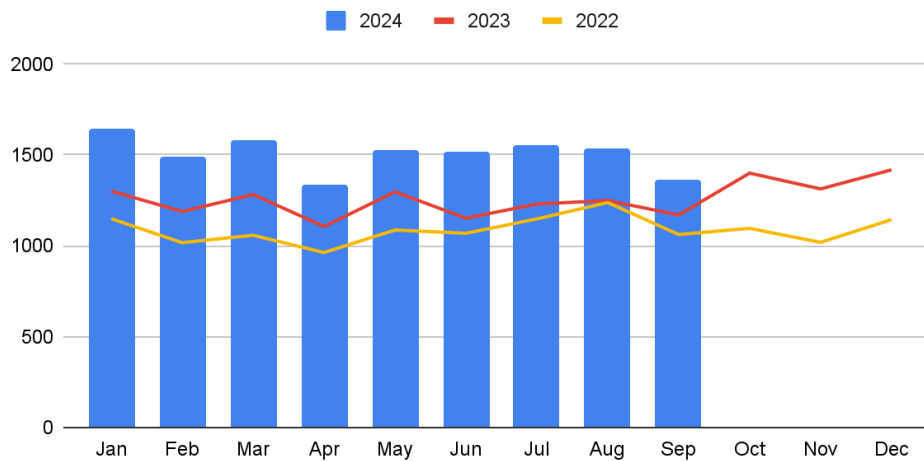


Hoopla - Total Borrows



Overdrive Total Borrows

eBooks + eAudio + eMagazines



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

**PR/Communications Committee Meeting Minutes,
October 2024**

In Attendance

Jaclyn, David, Andrew and Jay

Topics Covered

- We discussed/brainstormed ideas for the annual appeal letter. Jaclyn shared some data about continued growth in library use. Letter should cite need for expanded new library and mention upcoming gala but make clear that annual support is vital for existing operations. Jay will draft the letter.

FUNDRAISING COMMITTEE MEETING MINUTES

ATTACHMENTS