

February 2025 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday February 27, 2025, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from January 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. Old Business
 - A. Approve Vulnerable Adults Policy
 - B. Building project
13. New Business
 - A. Appoint Cynthia Chiarella as Office Manager / Bookkeeper
 - B. Accept Annual Report to NYS
 - C. 414 Vote Discussion - Tax Cap Override Resolution
14. Public Comment Period
15. Adjournment
16. Executive Session

Next Meeting: March 27, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES
68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, January 23, 2025, 5:30 PM

Trustees Present: Jay Burgess, Laura Charles, Erin Humbaugh, Valerie Jacob, Mimi Joh-Carnella, Al Ragucci, Jim Ruderman, Laura Selicaro, Andrew Schulkind, and Director Jaclyn Savolainen.

I. Call to order and review of agenda: Eve Wood, President of the Board, called the meeting to order at 5:30 pm.

II. Public Comment Period

No comments.

III. Minutes from the December 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

Andrew Schulkind presented his report for the month of December. Financial information for December and the calendar year ending December 31, 2024 against the 2024 budget was provided to the Trustees in advance of the meeting. Andrew noted that the annual results are not out of line with the budget, except for an increase in revenue from donations from the Friends and other sources and the cost of engaging Skolnick. He also noted increases in staff expenses and costs for collections against budget but explained that such increases were offset by reductions in other expenses. He updated the Trustees on the current balance of the endowment fund and the Library's bank accounts. A discussion ensued 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. Friends Report

Jaclyn and Eve, who each had attended the last Friends meeting, reported on the agenda items discussed.

VI. Director's Report

Jaclyn then provided the Director's report which had been previously provided to the Trustees in advance of the meeting. Jaclyn noted that attendance was down somewhat during the month of December which she characterized as customary for the month. She highlighted certain very strong January programs, including Tea Bag Painting with Ruby Silvius, Slime Factory, Writing Roadblocks which was the first writing workshop

of the 2025 author series and with a waiting list for patrons, and Joyful Strategies for Managing Neuropathy. She noted that the Library has signed a contract to add Kanopy streaming service to the Library's digital collection. Jaclyn then reported on Fundraising and noted that for 2024, all unrestricted gifts (including Annual Appeal donations received during 2024) were approximately \$98,000 in total. She further noted that to date, Annual Appeal donations equaled approximately \$81,000. Last year's Annual Appeal amount for the period November through March was approximately \$45,000, in contrast, she stated. Jaclyn also reported on various outreach items, all as set forth in her report, and updated the Trustees on certain Building & Grounds matters. As part of Jaclyn's initiative to bring to the attention of the Trustees the work of various staff members, she highlighted the work of Rowan Willigan, the Library's Graphic Designer/Creative Designer and Webmaster, who has worked for the Library in various capacities for almost 15 years. Jaclyn focused on Rowan's current projects and creative efforts in spearheading a number of projects for the Library. The Trustees thanked Jaclyn for the helpful report.

Jaclyn then reported to the Trustees of the amount of contributions the Friends made to the Library during 2024, including for the purchase of books and electronic collections, the summer reading program, water service, museum passes and larger print books.

The Trustees were very appreciative of the support provided by the Friends.

Statistics for the month of December 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.

VII. Claims and Warrants

Andrew Schulkind presented the report to the Board. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.

VIII. Committee Reports

Eve led a discussion of the roles of the various committees and the cadence expected for meetings. Each of the Committee chairs discussed the timing of their respective committee meetings and expectations going forward. Eve reported that Jay had agreed to be the Trustees' representative on the Friends Committee and that Mimi had agreed to serve as the Trustees' representative on the Concert Committee. A discussion ensued and all questions asked were appropriately answered.

IX. Ad Hoc Committee Reports

Covered in the discussion described above under "Committee Reports."

X. Correspondence

None.

XI. Old Business

Valerie led a discussion of governance topics and the history of the Trustees' terms of office. As background, she noted that as of September 12, 2023, the merger of Starr Institute and Starr Institute, Inc. became effective, with one-year terms for each of the

Trustees being approved, with the direction that such Trustees would be appointed for a term of three years on a rolling one-year basis to eventually conform to the staggered board structure contained in the By-laws. In addition, since such time, Trustees have resigned from the Board of Trustees for personal reasons and new Trustees have been elected. In order to ratify and approve as a whole the members of the Board of Trustees and accomplish the intent of the Certificate of Merger of the Starr Institute and Starr Institute, Inc., a motion was made to pass the resolutions on Appendix A, which motion was seconded and unanimously approved, with votes being taken individually on each Trustee and each individual abstaining from the vote on herself/himself.

XII. New Business

Jaclyn then led a discussion of the proposed new policy entitled "Library Vulnerable Adult Policy Guidelines," which had been distributed to the Trustees prior to the meeting. Jaclyn noted that the purpose of the discussion at the meeting was to answer any questions and receive all comments. A discussion ensued and all questions asked were appropriately answered. The Trustees would consider the proposed policy at the next Trustees' meeting. Eve then led a discussion addressing the need in the future to update the Library's Long-Range Plan. A discussion ensued and all questions asked were appropriately answered. Eve then led a discussion on continuing Trustee education and New York State requirements. Jaclyn noted the number of sources which Trustees can access and thereby participate in continuing Trustee education programs. A discussion ensued and all questions asked were appropriately answered.

XIII. Eve then led a discussion on the capital campaign initiative and noted that the Expansion Committee would be organizing some sessions in the future addressing steps to be considered. A discussion ensued and all questions asked were appropriately answered.

XIV. Executive Session

A motion was made for the Trustees to go into an Executive Session to discuss personnel topics related to the Library's staff, which motion was seconded and unanimously approved.

XV. Adjournment

The Executive Session ended, and a motion was made to adjourn, which motion was seconded and unanimously approved at 8:20 p.m.

Next Meeting Date: February 27, 5:30 p.m.

APPENDIX A

Whereas, as of September 12, 2023, the merger of Starr Institute, incorporated by the Board of Regents by issuance of a provisional charter on December 11, 2012, and Starr Institute Inc., incorporated pursuant to an act of the New York State Legislature under Chapter 344 of the Laws of 1862, was completed, with the successor named Starr

Institute; Whereas, the boards of the trustees of Starr Institute and Starr Institute, Inc. voted that the following individuals would constitute the Board of trustees of Starr Institute (“Starr”), and as individual terms expire, shall be appointed by the Board of Trustees of Starr for a term of three years:

Name Term Expires

Laura Reid Charles December 2023

Eve Wood December 2023

Erin Humbaugh December 2023

David Lavalle December 2024

Laura Selicaro December 2024

Craig Oleszewski December 2024

Valerie Jacob December 2025

Andrew Shulkind December 2025

Eric Steinman December 2025

Whereas, in October 2023, Eric Steinman informed the Board of Starr of his resignation from the Board due to other commitments; Whereas, in December 2023, the Board elected Jay Burgess as a Director to fill Eric Steinman’s position, expiring in December 2025; Whereas, in October 2024, Craig Oleszewski informed the Board of Starr that he would not stand for re-election to the Board of Starr due to other commitments; Whereas, in November 2024, the Board elected the following individuals to serve as new members of the Board of Trustees of Starr until December 2027, commencing January 1, 2025: Al Ragucci, Jim Ruderman and Mimi Joh-Carnella;

Whereas, the By-laws of Starr provide that the Board of Trustees shall consist of 10 members; Whereas, Laura Selicaro’s term expired on December 31, 2024 and the Board desires to re-elect her for a three-year term expiring December 31, 2027; Whereas, to ratify and approve as a whole the members of the Board of Trustees, and accomplish the foregoing, the Board desires to adopt the following resolutions: RESOLVED, that the individuals set forth below shall be the members of the Starr Board of Trustees to serve until the expiration date set forth opposite his or her name below:

Name Term Expiration

1. Jay Burgess December 31, 2025

2. Andrew Schulkind December 31, 2025

3. Valerie Jacob December 31, 2025

4. Erin Humbaugh December 31, 2026

5. Laura Reid Charles December 31, 2026

6. Eve Wood December 31, 2026

SUBJECT TO APPROVAL AND REVISION

7. Mimi Joh-Carnella December 31, 2027

8. Jim Ruderman December 31, 2027

9. Al Ragucci December 31, 2027

10. Laura Selicaro December 31, 2027

RESOLVED, that all and any prior actions taken by the Board of Trustees of Starr in its capacity as a Board of Trustees be, and they hereby are, ratified and approved.

RESOLVED, that the President, Vice President, Treasurer and Secretary of Starr be, and each of them hereby is, authorized, directed and empowered to execute any applications, certificates, agreements or any other instruments or documents or amendments or supplements to such documents, or to do or cause to be done any and all other acts and things as such officers, in their discretion, may deem necessary or advisable as appropriate to carry

TREASURER'S REPORT

February 2025 Treasurer's Report

Welcome to our new bookkeeper, Cindi Chiarella!

Account Balances

Operating account at RBK Bank: \$159,163.56 as of January 31st.

Endowment at TIAA is just below \$1.7m, up about \$35k. We're within our investment guidelines with 3% cash, 60% equities, and 37% fixed income. Largest positions are two mutual funds, both TIAA funds, one large-cap growth fund and one a large-cap value fund. (Only two holdings that are more than 10% of the account value, at 12% and 15%.)

Capital Projects account at M&T holds \$34,229.78 as of January 31st.

Monthly Expenses

There isn't anything of note in the budget vs. actuals document we generate each month, but I'm hoping that if you have questions, either Jaclyn or Cindi will be able to provide answers.

Tax Levy Proceeds

I'm sure Jaclyn will provide the details, but we have the money!

INCOME VS. EXPENSES

BUDGET VS. ACTUAL

Starr Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	JAN 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue								
4001 Local Public Funds					\$0.00	\$0.00	\$0.00	0.00%
4001.01 Rhinebeck Tax Levy		464,800.00	-464,800.00		\$0.00	\$464,800.00	\$ -464,800.00	0.00%
Total 4001 Local Public Funds		464,800.00	-464,800.00		\$0.00	\$464,800.00	\$ -464,800.00	0.00%
4002 MHLS Cash Grants					\$0.00	\$0.00	\$0.00	0.00%
4002.01 Local Library Services Aid		2,100.00	-2,100.00		\$0.00	\$2,100.00	\$ -2,100.00	0.00%
Total 4002 MHLS Cash Grants		2,100.00	-2,100.00		\$0.00	\$2,100.00	\$ -2,100.00	0.00%
4005 Restricted Grants					\$0.00	\$0.00	\$0.00	0.00%
4005.01 Friends of Starr Library		25,000.00	-25,000.00		\$0.00	\$25,000.00	\$ -25,000.00	0.00%
4005.011 Print Books	10,000.00		10,000.00		\$10,000.00	\$0.00	\$10,000.00	0.00%
Total 4005.01 Friends of Starr Library	10,000.00	25,000.00	-15,000.00	40.00 %	\$10,000.00	\$25,000.00	\$ -15,000.00	40.00 %
4005.07 MHLS Spanish Language Collections	-139.63		-139.63		\$ -139.63	\$0.00	\$ -139.63	
4005.80 Other Restricted Grants		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 4005 Restricted Grants	9,860.37	25,000.00	-15,139.63	39.44 %	\$9,860.37	\$25,000.00	\$ -15,139.63	39.44 %
4006 Unrestricted Grants & Donations					\$0.00	\$0.00	\$0.00	0.00%
4006.01 Annual Appeal	2,750.00	55,000.00	-52,250.00	5.00 %	\$2,750.00	\$55,000.00	\$ -52,250.00	5.00 %
4006.02 Unsolicited Donations	505.00	15,000.00	-14,495.00	3.37 %	\$505.00	\$15,000.00	\$ -14,495.00	3.37 %
Total 4006 Unrestricted Grants & Donations	3,255.00	70,000.00	-66,745.00	4.65 %	\$3,255.00	\$70,000.00	\$ -66,745.00	4.65 %
4007 Programs		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
4007.05 Art Sales	450.00		450.00		\$450.00	\$0.00	\$450.00	0.00%
Total 4007 Programs	450.00	3,000.00	-2,550.00	15.00 %	\$450.00	\$3,000.00	\$ -2,550.00	15.00 %
4008 Library Charges		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
4008.02 Lost Book Fees	-29.95		-29.95		\$ -29.95	\$0.00	\$ -29.95	0.00%
4008.03 Square Revenue	2,278.03		2,278.03		\$2,278.03	\$0.00	\$2,278.03	0.00%
Total 4008 Library Charges	2,248.08	2,000.00	248.08	112.40 %	\$2,248.08	\$2,000.00	\$248.08	112.40 %
4009 Interest & Dividends					\$0.00	\$0.00	\$0.00	0.00%
4009.01 Operating Account	18.61		18.61		\$18.61	\$0.00	\$18.61	0.00%
4009.03 CD or Money Market Interest		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Total 4009 Interest & Dividends	18.61	2,000.00	-1,981.39	0.93 %	\$18.61	\$2,000.00	\$ -1,981.39	0.93 %
4010 Distributions from Endowment					\$0.00	\$0.00	\$0.00	0.00%
4500.03 Endowment Draw - Yearly		56,000.00	-56,000.00		\$0.00	\$56,000.00	\$ -56,000.00	0.00%
4500.05 Endowment Draw - Special		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 4010 Distributions from Endowment		56,000.00	-56,000.00		\$0.00	\$56,000.00	\$ -56,000.00	0.00%
Total Revenue	\$15,832.06	\$624,900.00	\$ -609,067.94	2.53 %	\$15,832.06	\$624,900.00	\$ -609,067.94	2.53 %
GROSS PROFIT	\$15,832.06	\$624,900.00	\$ -609,067.94	2.53 %	\$15,832.06	\$624,900.00	\$ -609,067.94	2.53 %
Expenditures								
5001 Staff Expenses					\$0.00	\$0.00	\$0.00	0.00%
5001.01 Net Salary & Wages	21,235.92	394,000.00	-372,764.08	5.39 %	\$21,235.92	\$394,000.00	\$ -372,764.08	5.39 %
5001.02 Employee Benefits					\$0.00	\$0.00	\$0.00	0.00%
5001.021 Health Insurance	4,160.54	37,000.00	-32,839.46	11.24 %	\$4,160.54	\$37,000.00	\$ -32,839.46	11.24 %
Total 5001.02 Employee Benefits	4,160.54	37,000.00	-32,839.46	11.24 %	\$4,160.54	\$37,000.00	\$ -32,839.46	11.24 %
5001.03 Payroll Taxes	11,859.56		11,859.56		\$11,859.56	\$0.00	\$11,859.56	0.00%
5001.04 Other Staff Expenses		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
5001.038 Payroll Administrative Fees	466.57		466.57		\$466.57	\$0.00	\$466.57	0.00%
5001.043 Worker's Comp Insurance	119.61		119.61		\$119.61	\$0.00	\$119.61	0.00%
5001.048 Travel & Training	96.58	5,500.00	-5,403.42	1.76 %	\$96.58	\$5,500.00	\$ -5,403.42	1.76 %
Total 5001.04 Other Staff Expenses	682.76	10,500.00	-9,817.24	6.50 %	\$682.76	\$10,500.00	\$ -9,817.24	6.50 %
Total 5001 Staff Expenses	37,938.78	441,500.00	-403,561.22	8.59 %	\$37,938.78	\$441,500.00	\$ -403,561.22	8.59 %
5002 Collection Expenses					\$0.00	\$0.00	\$0.00	0.00%
5002.01 Print		29,000.00	-29,000.00		\$0.00	\$29,000.00	\$ -29,000.00	0.00%
5002.011 Books	404.60		404.60		\$404.60	\$0.00	\$404.60	0.00%
5002.0117 Collection Supplies		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Total 5002.011 Books	404.60	2,000.00	-1,595.40	20.23 %	\$404.60	\$2,000.00	\$ -1,595.40	20.23 %
5002.012 Periodicals		6,500.00	-6,500.00		\$0.00	\$6,500.00	\$ -6,500.00	0.00%
5002.0121 Unfunded	104.95		104.95		\$104.95	\$0.00	\$104.95	0.00%
Total 5002.012 Periodicals	104.95	6,500.00	-6,395.05	1.61 %	\$104.95	\$6,500.00	\$ -6,395.05	1.61 %
Total 5002.01 Print	509.55	37,500.00	-36,990.45	1.36 %	\$509.55	\$37,500.00	\$ -36,990.45	1.36 %
5002.02 Electronic	942.04	25,000.00	-24,057.96	3.77 %	\$942.04	\$25,000.00	\$ -24,057.96	3.77 %
5002.03 Other		1,200.00	-1,200.00		\$0.00	\$1,200.00	\$ -1,200.00	0.00%
Total 5002 Collection Expenses	1,451.59	63,700.00	-62,248.41	2.28 %	\$1,451.59	\$63,700.00	\$ -62,248.41	2.28 %
5004 Building & Equipment					\$0.00	\$0.00	\$0.00	0.00%
5004.01 B&E Repairs					\$0.00	\$0.00	\$0.00	0.00%
5004.011 Paid from Local Public Funds		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%

Starr Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L January 2025

	JAN 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5004.01 B&E Repairs		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
5004.030 Utilities		26,750.00	-26,750.00		\$0.00	\$26,750.00	\$ -26,750.00	0.00%
5004.031 Electric	1,013.21		1,013.21		\$1,013.21	\$0.00	\$1,013.21	0.00%
5004.032 Propane	985.77		985.77		\$985.77	\$0.00	\$985.77	0.00%
5004.033 Water	147.00		147.00		\$147.00	\$0.00	\$147.00	0.00%
5004.039 Telecommunications	88.72		88.72		\$88.72	\$0.00	\$88.72	0.00%
Total 5004.030 Utilities	2,234.70	26,750.00	-24,515.30	8.35 %	\$2,234.70	\$26,750.00	\$ -24,515.30	8.35 %
5004.04 Commercial Insurance		13,000.00	-13,000.00		\$0.00	\$13,000.00	\$ -13,000.00	0.00%
5004.09 Other B&E Expenses		35,000.00	-35,000.00		\$0.00	\$35,000.00	\$ -35,000.00	0.00%
5004.093 Janitor	1,400.00		1,400.00		\$1,400.00	\$0.00	\$1,400.00	0.00%
5004.095 Lawn	833.29		833.29		\$833.29	\$0.00	\$833.29	0.00%
5004.099 Building Supplies	78.32	1,250.00	-1,171.68	6.27 %	\$78.32	\$1,250.00	\$ -1,171.68	6.27 %
Total 5004.09 Other B&E Expenses	2,311.61	36,250.00	-33,938.39	6.38 %	\$2,311.61	\$36,250.00	\$ -33,938.39	6.38 %
Total 5004 Building & Equipment	4,546.31	86,000.00	-81,453.69	5.29 %	\$4,546.31	\$86,000.00	\$ -81,453.69	5.29 %
5005 Miscellaneous					\$0.00	\$0.00	\$0.00	0.00%
5005.01 Program Expenses					\$0.00	\$0.00	\$0.00	0.00%
5005.011 Author & Presenter Fees	1,100.00	6,000.00	-4,900.00	18.33 %	\$1,100.00	\$6,000.00	\$ -4,900.00	18.33 %
5005.012 Supplies & Refreshments	146.53	1,500.00	-1,353.47	9.77 %	\$146.53	\$1,500.00	\$ -1,353.47	9.77 %
5005.014 Water		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
5005.0141 Funded	65.06		65.06		\$65.06	\$0.00	\$65.06	0.00%
Total 5005.014 Water	65.06	1,000.00	-934.94	6.51 %	\$65.06	\$1,000.00	\$ -934.94	6.51 %
Total 5005.01 Program Expenses	1,311.59	8,500.00	-7,188.41	15.43 %	\$1,311.59	\$8,500.00	\$ -7,188.41	15.43 %
5005.02 Professional Fees					\$0.00	\$0.00	\$0.00	0.00%
5005.021 Accounting		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
5005.022 Legal	1,685.24		1,685.24		\$1,685.24	\$0.00	\$1,685.24	0.00%
Total 5005.02 Professional Fees	1,685.24	4,000.00	-2,314.76	42.13 %	\$1,685.24	\$4,000.00	\$ -2,314.76	42.13 %
5005.03 Fundraising Expenses					\$0.00	\$0.00	\$0.00	0.00%
5005.031 Annual Appeal	146.00	2,000.00	-1,854.00	7.30 %	\$146.00	\$2,000.00	\$ -1,854.00	7.30 %
5005.034 Other Fundraising Expenses		3,700.00	-3,700.00		\$0.00	\$3,700.00	\$ -3,700.00	0.00%
Total 5005.03 Fundraising Expenses	146.00	5,700.00	-5,554.00	2.56 %	\$146.00	\$5,700.00	\$ -5,554.00	2.56 %
5005.04 Mid-Hudson Library System		9,500.00	-9,500.00		\$0.00	\$9,500.00	\$ -9,500.00	0.00%
5005.09 Office Supplies	6.86	1,000.00	-993.14	0.69 %	\$6.86	\$1,000.00	\$ -993.14	0.69 %
5005.11 Equipment/Technology	129.00	1,000.00	-871.00	12.90 %	\$129.00	\$1,000.00	\$ -871.00	12.90 %
5005.14 Advertising & Marketing		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
5005.141 Website & Social Media	35.00		35.00		\$35.00	\$0.00	\$35.00	0.00%
Total 5005.14 Advertising & Marketing	35.00	2,000.00	-1,965.00	1.75 %	\$35.00	\$2,000.00	\$ -1,965.00	1.75 %
5005.17 Dues & Subscriptions		720.00	-720.00		\$0.00	\$720.00	\$ -720.00	0.00%
5005.80 Trustee Expenses	7.99		7.99		\$7.99	\$0.00	\$7.99	0.00%
Total 5005 Miscellaneous	3,321.68	32,420.00	-29,098.32	10.25 %	\$3,321.68	\$32,420.00	\$ -29,098.32	10.25 %
9999 Ask My Accountant	5,750.06		5,750.06		\$5,750.06	\$0.00	\$5,750.06	0.00%
Total Expenditures	\$53,008.42	\$623,620.00	\$ -570,611.58	8.50 %	\$53,008.42	\$623,620.00	\$ -570,611.58	8.50 %
NET OPERATING REVENUE	\$ -37,176.36	\$1,280.00	\$ -38,456.36	-2,904.40 %	\$ -37,176.36	\$1,280.00	\$ -38,456.36	-2,904.40 %
NET REVENUE	\$ -37,176.36	\$1,280.00	\$ -38,456.36	-2,904.40 %	\$ -37,176.36	\$1,280.00	\$ -38,456.36	-2,904.40 %

DIRECTOR'S REPORT

Feb. 27, 2024

PROGRAMS

Attendance	Sep	Oct	Nov	Dec	Jan
Adult & multi-age ongoing programs/series/clubs	418	303	305	379	645
Children's/YA programs	174	210	157	159	338
Outside groups - reserved rooms	53	67	584	165	56
Virtual programs	0	0	17	0	75
Total attendance*	1100	1223	1348	722	1039

*Total attendance will not 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 Jan. & Feb.:

- **Special Events in Jan:** Tea Bag Painting with Ruby Silvious, Slime Factory, Death Cafe, Writing Roadblocks with Carol Goodman (first writing workshop of the 2025 author series!), Joyful Strategies for Managing Neuropathy, Pilates series begins
- **Special Events in Feb:** Children's Winter Festival (Town of Rhinebeck), How to Write a Dramatic Narrative about Anything with Laurie Stone, The New Historia (Women's History), Cookbook Club, Cookie Decorating, Madagascar Connect Presentation, Trauma Informed Writing with Alex Hannaford, Good Things That Have Happened in Rhinebeck (RHS)
- **Outside Groups & Partnerships:** AARP, Anderson Center, The Being Together Project, Culture Connect, For the Many, Housing Justice for All, Megabrain Comics, Rhinebeck at Home, Rhinebeck Democrats Club, Rhinebeck Historical Society, Starr Stitchers, Village Parks Subcommittee, Town of Rhinebeck Red Department, Bulkeley Middle School Lego Robotics Club, Church of the Messiah, DCLA
- **Ongoing:** Lego Hour, Mahjong, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Teen Tech, Starr Stitchers, Story Time, Music & Movement, Memoir Writing, Fiction Writing, All Abilities Story & Crafting, Mystery Book Club, Starr Book Club

PATRON SERVICES

- Madagascar exhibit from Rhinebeck High School

- James Gurney & Thomas Kinkade exhibit
- Kanopy went live on Valentine's Day
- Limiting Hoopla borrows to control rapidly escalating costs

FUNDING/FUNDRAISING

- Received tax levy check from Town
- Various scenarios for increasing levy ("414" vote in Nov.)

OUTREACH

- DCLA meeting - Narcan kits distributed by County Dept of Health

OTHER

- Summary/highlights from Annual Report to NY State
- Michael Mazarella, former trustee, died on Feb 4
- Leesa Cline-Ransome won a Newbery Honor and Coretta Scott King Author Honor for *One Big Open Sky*

BUILDING

- Replaced broken sink faucet

STAFF

- Full staff effort to make Children's Area more user-friendly
- Introducing Cynthia Chiarella
- Question about approving hires

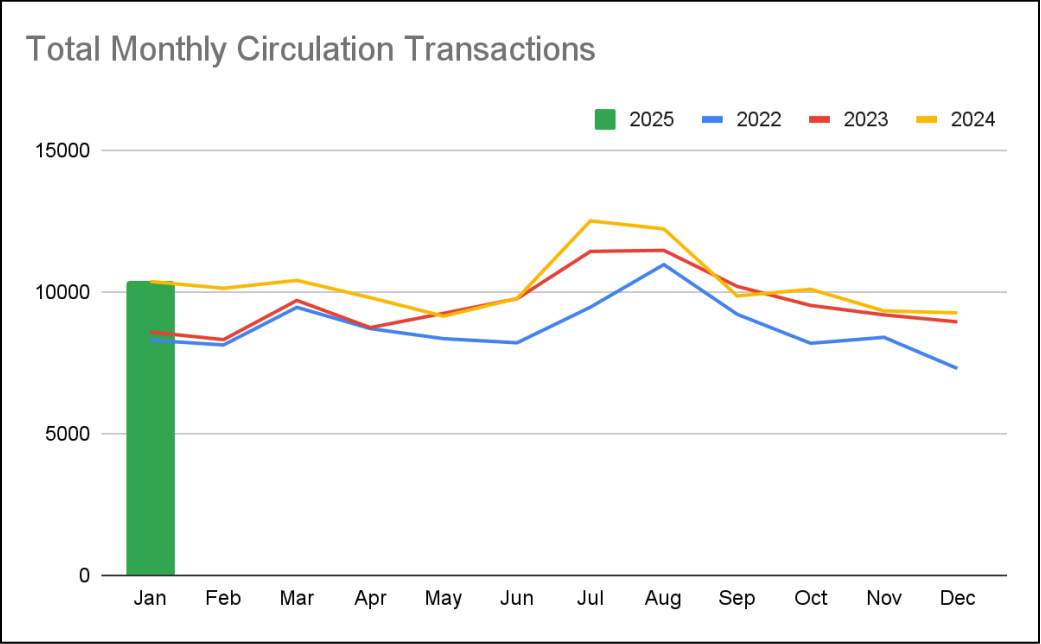
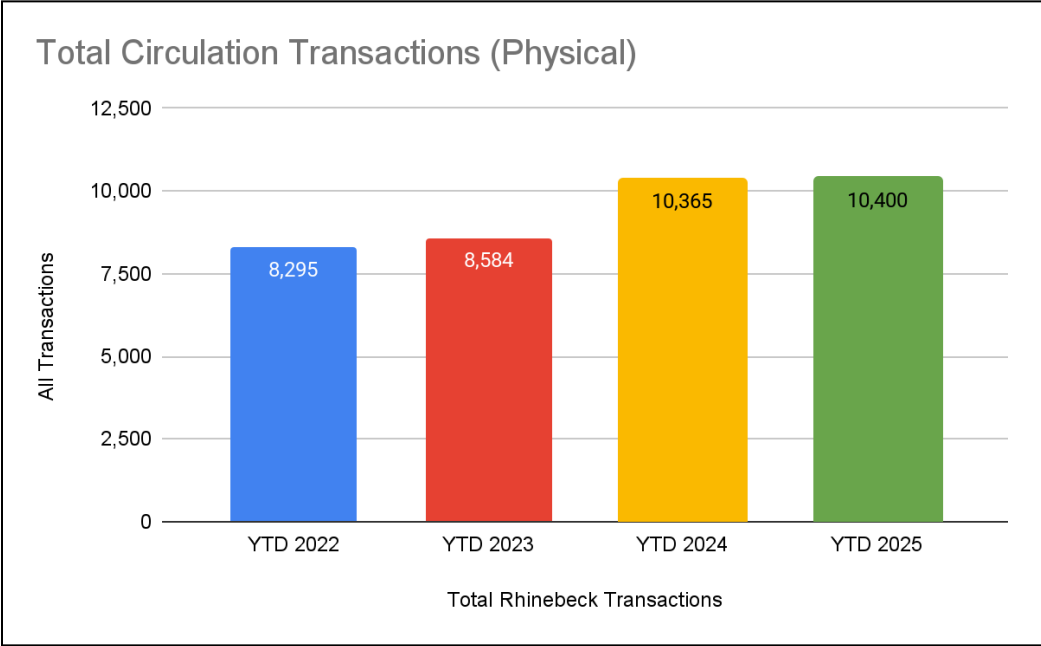
TRUSTEE PROGRAMS

- Sustainable Funding Options for Association & Municipal Public Libraries for Directors & Trustees: Online April 3, 5-6:30pm [REGISTER HERE](#)

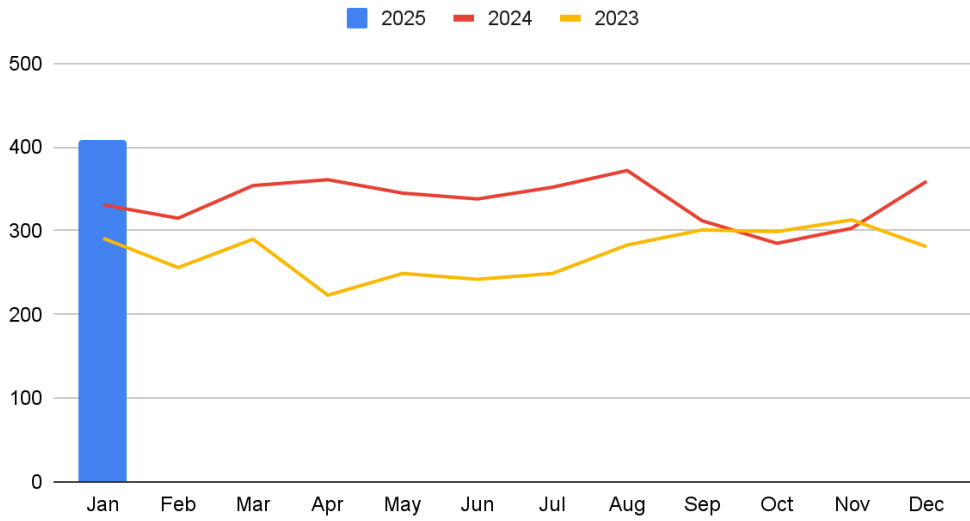
UPCOMING CALENDAR

- Opening Reception for Art Show by Christine Livesey (circ staff): March 7, 5-7pm
- Samantha Hunt lecture: March 13
- Book Event with James Gurney: March 26, 6-7pm

STATISTICS

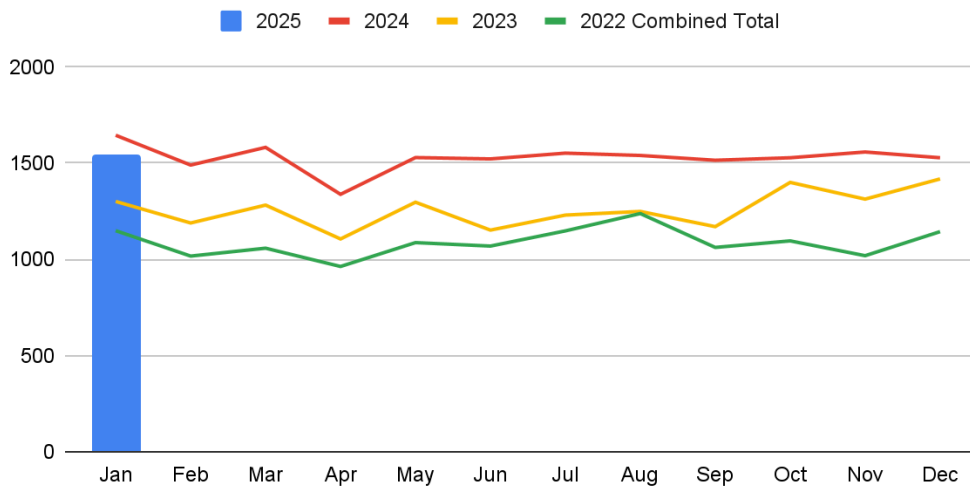


Hoopla - Total Borrows



Overdrive Total Borrows

eBooks + eAudio + eMagazines



Annual Report Highlights			
	2023	2024	% change
HOLDINGS			
Cataloged print books	34,860	34,682	-1%
CDs	1,516	1,353	-11%
DVDs	1,797	1,784	-1%
Registered borrowers	5,963	6,228	4%
PROGRAMS			
Number of sessions targeted at 0-5	112	95	-15%
0-5 attendance	1,901	2,067	9%
Number of sessions targeted at 6-11	84	77	-8%
6-11 attendance	1,473	1,125	-24%
Number of sessions targeted at 12-18	14	7	-50%
12-18 attendance	329	104	-68%
Number of sessions targeted at adults	451	532	18%
Adult attendance	5,323	5,735	8%
Number of general interest sessions	53	85	60%
General interest attendance	2,584	3,573	38%
Total live sessions	714	796	11%
Total attendance at live programs †	11,610	12,606	9%
CIRCULATION			
Total adult books circulation	30,090	31,734	5%
Total childrens books circulation	25,487	25,320	-1%
Total circ other materials	10,421	8,911	-14%
Use of electronic material	18,635	22,124	19%

Total collection use (Check-outs only)	85,723	88,089	3%
Annual visits to the library's web site	54,893	89,508	63%
OPERATING FUNDS RECEIPTS			
Tax Levy	394,800	464,800	18%
Gifts & endowments*	122,777	226,271	84%
Fundraising**	121,480	87,005	-28%
Income from investments	63,592	61,948	-3%
Library charges	6,408	6,027	-6%
Other***	21,082	11,124	-47%
Total receipts	733,446	802,791	9%
Balance in operating fund beg of year	133,971	165,180	23%
Grand total receipts, transfers, and balance	867,417	1,025,971	18%
EXPENDITURES			
Staff wages & benefits	415,243	456,141	10%
Collection expenditures	57,176	66,294	16%
Repairs	10,038	10,160	1%
Other operation and maint	68,475	67,709	-1%
Total buildings expense	78,513	77,869	-1%
Office and library supplies	3,129	3,215	3%
Telecom	5,920	6,528	10%
Professional fees (incl presenters)	20,826	14,081	-32%
Equipment	4,016	1,345	-67%
Other misc****	40,391	158,517	292%
Total disbursements & transfers	690,580	793,103	15%
Balance in operating fund end of year	176,837	232,868	32%
Grand total disbursements, transfers, balance	867,417	1,025,971	18%

*Unsolicited gifts, Friends, grants			
**Gala and annual appeal			
***Refund from insurance and other			
****Other misc includes: membership fees, D&O liability ins, furniture, printing & publicity, program expenses, travel, gala & other small expenses			

NOMINATING COMMITTEE MEETING MINUTES

GOVERNANCE COMMITTEE MEETING MINUTES

FINANCE COMMITTEE MEETING MINUTES

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

Minutes From B&G Meeting February 11, 2025

Attendees: Al Ragucci, Jay Burgess, Laura Selicaro, Julie Zito, Eve Wood, Jaclyn Savolainen

- The Committee agreed to continue meeting the 2nd Tuesday of the month as needed.
- Since the meeting, the Director has provided all members a copy of the Starr Library Facility Plan as well as the review of the mechanical systems provided by Skolnick .
 - The major issue we face going forward is what, if any, major infrastructure projects the library should take on while planning for the expansion which will involve a complete overhaul and updating of the current systems. Given the years before any construction will take place the committee agreed the mechanical systems will be repaired and replaced on an as needed basis.
 - Should a construction manager hired for the expansion project be assigned to do a more comprehensive review of the mechanical systems or should the Board rely on the architectural firm to conduct a more comprehensive review. After the meeting, Jaclyn shared a copy of the 2024 existing conditions report from Skolnick and Altieri Engineering.
- According to the Director, the elevator needs attention. Jaclyn has found a company that will provide maintenance on the elevator at a lower cost than the library's current provider. Jaclyn is attempting to get the library out of its 10 year contract with the current service provider.
- Painting in the parking lot does not appear to be needed at this time but will be assessed again later in the year.
- Septic tank requires pumping out.
- Trees along the property line need to be trimmed and evaluated.
- The Director has been considering switching from an internet-based telephone system to a fiber system which would improve quality and increase speeds. However, there is a

high upfront cost for installation and the future of E-Rate reimbursements is in question, so Jaclyn has determined the time is not right to undertake this project.

- Drainage problems around the foundation need to be addressed. C&S Landscaping will fill low spots along the grassy edges at certain spots around the parking lot when the weather allows.

EXPANSION COMMITTEE MEETING MINUTES

PR COMMITTEE MEETING MINUTES

PR/Communications Committee Meeting Minutes February 4, 2025

In Attendance

Jaclyn, Eve, Jim, Laura C. and Jay

Topics Covered

- We reviewed drafts of a mission statement, a vision statement and key messaging about Starr Library that were developed by Jay and Jim. They will create updated versions based on feedback from the group.

Minutes submitted by Jay Burgess

FUNDRAISING COMMITTEE MEETING MINUTES

Fundraising Committee

February 12, 2025

Attendees: Erin, Eve, Laura, Jim, Jaclyn

Next Meeting: March 12, 2025

History of Fundraising- There are three new members on the committee. The committee discussed the history of fundraising and how the library is funded.

- Annual appeal goes out the 4th quarter of each year. Donations from the annual appeal are used to fund a variety of programs and services not covered by the tax disbursement from the town.

- The library held its first benefit since 2015 in September 2023. It was well received by the community and exceeded the fundraising goals. The plan is to hold a benefit for the library on an annual or biannual basis.
- Jaclyn gave an overview of the 414 vote. Regulations have been changed to lower the bar for getting on the ballot. The New York Library Association recommends that libraries do a 414 vote every year to keep up with the cost of inflation. The board will discuss this year's 414 vote at the next monthly meeting.

Website Donations-It was brought to the committee's attention that it is not clear how to make donations on the library website.

- The committee discussed the importance of making the donations page on the library website easier to find and easier to use.
- Jim provided an example of a website with a user-friendly donations page to use as a guide for the library's website.

Fundraising Program- In preparation for a potential capital campaign the committee will develop a formal fundraising program

- Erin attended a workshop on creating a Donor Approved Case for Support. This is the first step in creating a fundraising program. Erin will share the slide deck and examples with the committee. The committee will begin working on the library's Donor Approved Case for Support at the next meeting.
- Erin will research capital campaign advisors to present to the entire board. The board will discuss whether to embark on a campaign study to get a sense of the library's fundraising capacity.

ATTACHMENTS

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Equipment	4,016	1,345	-67%
Other misc****	40,391	158,517	292%
Transfers into endowment	55,862		
Total disbursements & transfers	690,580	793,103	15%
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