

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

NOTICE OF MEETING  
Thursday, May 22, 2025, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from April 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. Film and Photography Policy
  - B. Meeting Rooms Policy - revision
13. New Business
  - A. Money Market Account
  - B. Patron Confidentiality Policy - first read
14. Public Comment Period
15. Adjournment
16. Executive Session, if needed

Next Meeting: June 26, 5:30 PM

**STARR LIBRARY BOARD OF TRUSTEES**

**68 WEST MARKET STREET**

**RHINEBECK, NY 12572**

**NOTICE OF MEETING Thursday, April 24, 2025, 5:30 PM**

**Trustees Present: Jay Burgess, Laura Charles, Erin Humbaugh, Valerie Jacob, Al Ragucci, Jim Ruderman, Laura Selicaro, Andrew Schulkind, Eve Wood, and Director Jaclyn Savolainen. Mimi Joh Carnella was absent and provided apologies. Stephen Frost attended on behalf of The Friends as its President and Representative.**

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

II. Public Comment Period

No comments.

III. Minutes from the March meeting: Valerie 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 presented the report for the month of March. Financial information for such period was provided to the Trustees in advance of the meeting. Andrew updated the Trustees on the balances in the different bank and investment accounts. A discussion ensued, including with respect to investment and money-market account strategies, and all questions asked were appropriately answered. A motion was made to approve the Treasurer's Report, which motion was seconded and unanimously approved.

V. Director's Report

Jaclyn then provided the Director's report which had been previously provided to the Trustees in advance of the meeting. A number of programs were highlighted in Jaclyn's report. She noted that the First Roger Phillips Concert was a success as the standing room only crowd listened to Prof. Raman Ramakrishan & the Bard Chamber Quintet. She further noted that the 2024 Year in Review Report was completed and on the website. Printed copies were available. The Trustees complimented Jaclyn on the Report.

Statistics for the month of March 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. Friends Report

Stephen reported on behalf of The Friends the results of the last book sale held on April 4/5. He noted that the total amount raised was approximately \$8,400. The Trustees thanked Stephen for all the efforts expended by members of The Friends to make the book sales successful.

VII. Claims and Warrants

Andrew 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

Fundraising Committee: The minutes of the last meeting of the Fundraising Committee were distributed to the Trustees in advance of the meeting. Erin gave a fulsome report on various strategies and initiatives on which the Fundraising Committee is working, including with respect to the Annual Gala to be held on October 4<sup>th</sup> and donor/fundraising initiatives. A discussion ensued among the Trustees, and all questions asked were appropriately answered.

Public Relations Committee had no updates.

Concert Committee had no updates.

Finance Committee: The minutes of the last meeting were distributed to the Trustees in advance of the meeting. Andrew reported that the Committee had met with the Library's account manager at TIAA to discuss market conditions and various investment trends. At such meeting, Committee members discussed with the TIAA manager investment approach, bond investment durations and certain other investing strategies, in addition to market conditions. The Committee also discussed amongst themselves various ideas related to increasing the Library's operating reserve over time. Andrew then reported to the Trustees that the Committee had discussed the allocation of funds received from the Janet Mills bequest of \$65,000. Of such amount, \$5,000 has been allocated for the operating reserve. The Committee recommended to the Board that of the remaining unallocated amount, \$40,000 be allocated to the endowment and the balance be allocated for the operating budget. A discussion ensued among the Trustees, and all questions asked were appropriately answered. A motion was made to approve such recommendation, which motion was seconded and unanimously approved.

Building & Grounds Committee: Al reported that the Committee would be reviewing possible infrastructure improvements.

#### IX. Correspondence

Jaclyn noted favorable communication which had been received.

#### X. Old Business

Jaclyn reported to the Board that sufficient signatures had been received to place on the Town of Rhinebeck's ballot the question of overriding the annual tax levy cap. A discussion ensued among the Trustees, and all questions asked were appropriately answered. A motion was made to approve the resolutions on Appendix A, which motion was seconded and unanimously approved.

#### XI. New Business

Eve noted that the first item under New Business had been discussed in connection with the Finance Committee's report.

Jaclyn then led a discussion of the adoption of a new policy entitled "Film and Photography Policy," a draft copy of which had previously been distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees, and all questions asked were appropriately answered. Jaclyn noted that such Policy would be presented at the next Trustees' meeting for adoption.

Jaclyn then led a further discussion of the adoption of a new policy entitled “Meeting Room Policy and Guidelines,” a draft copy of which had been previously distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees, and all questions asked were appropriately answered. Jaclyn also noted that this Policy would also be presented at the next Trustee’s meeting for adoption.

XII. Public Comment Period

None.

XIII. Executive Session

At 7:00 p.m., the Trustees went into Executive Session to discuss certain personnel topics. The Executive Session ended at 8:00 p.m.

XIV. Adjournment

There being no other business to conduct, a motion was made to adjourn, which motion was seconded and unanimously approved at 8:00 p.m.

Next Meeting Date: May 22, 2025 at 5:30 p.m.

APPENDIX A

Resolutions Adopted by the Board of Trustees of the Starr Institute

WHEREAS, there has been presented to the Board of Trustees of the Starr Institute, a petition signed by qualified voters of the Town of Rhinebeck, County of Dutchess, State of New York, in a number exceeding 25, asking that the following question be place upon the ballot and voted on at the next general election of the Town of Rhinebeck:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF RHINEBECK FOR THE OPERATING BUDGET OF THE STARR LIBRARY BE INCREASED BY EIGHTY-TWO THOUSAND DOLLARS (\$82,000) TO THE SUM OF FIVE HUNDRED FORTY-SIX-THOUSAND AND EIGHT HUNDRED DOLLARS (\$546,800) ANNUALLY?

And

WHEREAS, the endorsement of this Board of Trustees of the Starr Library is required before such question may be placed upon the ballot;

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Rhinebeck;

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF RHINEBECK FOR THE OPERATING BUDGET OF THE STARR LIBRARY BE INCREASED BY EIGHTY-TWO THOUSAND DOLLARS (\$82,000) TO THE SUM OF FIVE HUNDRED FORTY-SIX-THOUSAND AND EIGHT HUNDRED DOLLARS (\$546,800) ANNUALLY?

Thereupon the resolution was passed by a vote of nine (9) in favor, none opposed.

# Starr Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - April, 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Revenue</b>			
4001 Local Public Funds			
4001.01 Rhinebeck Tax Levy	464,800.00	464,800.00	100.00 %
<b>Total 4001 Local Public Funds</b>	<b>464,800.00</b>	<b>464,800.00</b>	<b>100.00 %</b>
4002 MHLS Cash Grants			
4002.01 Local Library Services Aid		2,100.00	
<b>Total 4002 MHLS Cash Grants</b>		<b>2,100.00</b>	
4005 Restricted Grants			
4005.01 Friends of Starr Library		25,000.00	
4005.011 Print Books	10,000.00		
4005.014 Large Print Books	1,500.00		
4005.015 Museum Passes	1,000.00		
<b>Total 4005.01 Friends of Starr Library</b>	<b>12,500.00</b>	<b>25,000.00</b>	<b>50.00 %</b>
4005.03 Arts Mid-Hudson	-2,975.00		
4005.05 Roger Phillips Concerts	-6,926.09		
4005.11 Sponsored	200.00		
4005.80 Other Restricted Grants		0.00	
<b>Total 4005 Restricted Grants</b>	<b>2,798.91</b>	<b>25,000.00</b>	<b>11.20 %</b>
4006 Unrestricted Grants & Donations	101.05		
4006.01 Annual Appeal	5,514.50	55,000.00	10.03 %
4006.02 Unsolicited Donations	3,379.81	15,000.00	22.53 %
<b>Total 4006 Unrestricted Grants &amp; Donations</b>	<b>8,995.36</b>	<b>70,000.00</b>	<b>12.85 %</b>
4007 Programs		3,000.00	
4007.01 Friends' Book & Art Sales	29.00		
4007.03 Program Book Sales	226.99		
4007.04 Other Merchandise	186.00		
4007.05 Art Sales	749.45		
4007.06 Coffee & Tea Services	-16.82		
4007.07 Room Rentals	105.00		
4007.08 Copy Fees	1,074.03		
<b>Total 4007 Programs</b>	<b>2,353.65</b>	<b>3,000.00</b>	<b>78.46 %</b>
4008 Library Charges	10.34	2,000.00	0.52 %
4008.02 Lost Book Fees	456.42		
4008.03 Square Revenue	-105.91		
<b>Total 4008 Library Charges</b>	<b>360.85</b>	<b>2,000.00</b>	<b>18.04 %</b>
4009 Interest & Dividends	44.31		
4009.01 Operating Account	137.45		
4009.03 CD or Money Market Interest		2,000.00	
<b>Total 4009 Interest &amp; Dividends</b>	<b>181.76</b>	<b>2,000.00</b>	<b>9.09 %</b>
4010 Distributions from Endowment			
4500.03 Endowment Draw - Yearly		56,000.00	
4500.05 Endowment Draw - Special		0.00	

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Total 4010 Distributions from Endowment</b>		<b>56,000.00</b>	
<b>Total Revenue</b>	<b>\$479,490.53</b>	<b>\$624,900.00</b>	<b>76.73 %</b>
GROSS PROFIT	<b>\$479,490.53</b>	<b>\$624,900.00</b>	<b>76.73 %</b>
Expenditures			
5001 Staff Expenses			
5001.01 Net Salary & Wages	109,991.86	382,148.00	28.78 %
5001.02 Employee Benefits			
5001.021 Health Insurance	16,642.16	48,852.00	34.07 %
<b>Total 5001.02 Employee Benefits</b>	<b>16,642.16</b>	<b>48,852.00</b>	<b>34.07 %</b>
5001.03 Payroll Taxes	5,188.92		
5001.04 Other Staff Expenses		5,000.00	
5001.038 Payroll Administrative Fees	1,377.53		
5001.041 Disability/Family Leave Insurance	1,502.25		
5001.043 Worker's Comp Insurance	499.79		
5001.048 Travel & Training	2,346.58	5,500.00	42.67 %
5001.049 Staff Appreciation	98.48		
<b>Total 5001.04 Other Staff Expenses</b>	<b>5,824.63</b>	<b>10,500.00</b>	<b>55.47 %</b>
<b>Total 5001 Staff Expenses</b>	<b>137,647.57</b>	<b>441,500.00</b>	<b>31.18 %</b>
5002 Collection Expenses			
5002.01 Print			
5002.011 Books		29,000.00	
5002.0112 Sponsored.	8,023.57		
5002.0114 Large Print Sponsored	332.54		
5002.0117 Collection Supplies	760.92	2,000.00	38.05 %
<b>Total 5002.011 Books</b>	<b>9,117.03</b>	<b>31,000.00</b>	<b>29.41 %</b>
5002.012 Periodicals		6,500.00	
5002.0121 Un-sponsored	1,723.53		
<b>Total 5002.012 Periodicals</b>	<b>1,723.53</b>	<b>6,500.00</b>	<b>26.52 %</b>
<b>Total 5002.01 Print</b>	<b>10,840.56</b>	<b>37,500.00</b>	<b>28.91 %</b>
5002.02 Electronic		25,000.00	
5002.021 Un-sponsored	5,728.98		
5002.022 Sponsored	89.41		
<b>Total 5002.02 Electronic</b>	<b>5,818.39</b>	<b>25,000.00</b>	<b>23.27 %</b>
5002.03 Other		1,200.00	
5002.032 Museum Passes			
5002.0322 Sponsored	222.00		
<b>Total 5002.032 Museum Passes</b>	<b>222.00</b>		
5002.033 Games & Toys			
5002.0331 Sponsored	43.20		
<b>Total 5002.033 Games &amp; Toys</b>	<b>43.20</b>		
<b>Total 5002.03 Other</b>	<b>265.20</b>	<b>1,200.00</b>	<b>22.10 %</b>
<b>Total 5002 Collection Expenses</b>	<b>16,924.15</b>	<b>63,700.00</b>	<b>26.57 %</b>
5004 Building & Equipment			
5004.01 B&E Repairs	1,274.81		
5004.011 Paid from Local Public Funds		10,000.00	
<b>Total 5004.01 B&amp;E Repairs</b>	<b>1,274.81</b>	<b>10,000.00</b>	<b>12.75 %</b>
5004.030 Utilities		26,750.00	

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
5004.031 Electric	4,129.01		
5004.032 Propane	3,046.03		
5004.033 Water	294.00		
5004.039 Telecommunications	1,043.44		
<b>Total 5004.030 Utilities</b>	<b>8,512.48</b>	<b>26,750.00</b>	<b>31.82 %</b>
5004.04 Commercial Insurance		13,000.00	
5004.041 Package	2,124.00		
5004.042 Auto	113.00		
5004.043 Umbrella	612.00		
<b>Total 5004.04 Commercial Insurance</b>	<b>2,849.00</b>	<b>13,000.00</b>	<b>21.92 %</b>
5004.09 Other B&E Expenses		35,000.00	
5004.091 Security	1,747.28		
5004.092 Trash	437.58		
5004.093 Janitor	4,600.00		
5004.094 Snow Removal	1,965.99		
5004.095 Lawn	1,733.29		
5004.096 Elevator	2,790.96		
5004.099 Building Supplies	585.45	1,250.00	46.84 %
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>13,860.55</b>	<b>36,250.00</b>	<b>38.24 %</b>
<b>Total 5004 Building &amp; Equipment</b>	<b>26,496.84</b>	<b>86,000.00</b>	<b>30.81 %</b>
5005 Miscellaneous			
5005.01 Program Expenses			
5005.011 Author & Presenter Fees	250.00	6,000.00	4.17 %
5005.012 Supplies & Refreshments	482.99	1,500.00	32.20 %
5005.014 Water		1,000.00	
5005.0141 Sponsored	232.74		
5005.0142 Un-sponsored	54.90		
<b>Total 5005.014 Water</b>	<b>287.64</b>	<b>1,000.00</b>	<b>28.76 %</b>
<b>Total 5005.01 Program Expenses</b>	<b>1,020.63</b>	<b>8,500.00</b>	<b>12.01 %</b>
5005.02 Professional Fees			
5005.021 Accounting		4,000.00	
5005.022 Legal	187.50		
5005.023 Bookkeeping	204.19		
<b>Total 5005.02 Professional Fees</b>	<b>391.69</b>	<b>4,000.00</b>	<b>9.79 %</b>
5005.03 Fundraising Expenses			
5005.031 Annual Appeal	146.00	2,000.00	7.30 %
5005.034 Other Fundraising Expenses		3,700.00	
5005.0341 Bloomerang Fees	2,446.23		
5005.0342 Postage	146.00		
<b>Total 5005.034 Other Fundraising Expenses</b>	<b>2,592.23</b>	<b>3,700.00</b>	<b>70.06 %</b>
<b>Total 5005.03 Fundraising Expenses</b>	<b>2,738.23</b>	<b>5,700.00</b>	<b>48.04 %</b>
5005.04 Mid-Hudson Library System	6,186.20	9,500.00	65.12 %
5005.09 Office Supplies	148.64	1,000.00	14.86 %
5005.11 Equipment/Technology	353.97	1,000.00	35.40 %
5005.13 Bank Service Charges	103.51		
5005.131 Credit Card Fees	150.86		
<b>Total 5005.13 Bank Service Charges</b>	<b>254.37</b>		
5005.14 Advertising & Marketing	-140.00	2,000.00	-7.00 %

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
5005.141 Website & Social Media	999.68		
5005.145 Printing & Reproduction	215.00		
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>1,074.68</b>	<b>2,000.00</b>	<b>53.73 %</b>
5005.17 Dues & Subscriptions	625.00	720.00	86.81 %
5005.80 Trustee Expenses	952.96		
<b>Total 5005 Miscellaneous</b>	<b>13,746.37</b>	<b>32,420.00</b>	<b>42.40 %</b>
5005.85 Grant Expense	2,399.70		
ScanSnap Home	0.00		
<b>Total Expenditures</b>	<b>\$197,214.63</b>	<b>\$623,620.00</b>	<b>31.62 %</b>
NET OPERATING REVENUE	<b>\$282,275.90</b>	<b>\$1,280.00</b>	<b>22,052.80 %</b>
Other Expenditures			
5006 Expansion			
5006.01 Professional Fees			
5006.011 Skolnick	20,187.44		
5006.012 Legal	112.50		
<b>Total 5006.01 Professional Fees</b>	<b>20,299.94</b>		
<b>Total 5006 Expansion</b>	<b>20,299.94</b>		
<b>Total Other Expenditures</b>	<b>\$20,299.94</b>	<b>\$0.00</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -20,299.94</b>	<b>\$0.00</b>	<b>0.00%</b>
NET REVENUE	<b>\$261,975.96</b>	<b>\$1,280.00</b>	<b>20,466.87 %</b>

# Statement of Activity

Starr Library

April 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Income</b>	
4005 Restricted Grants	0
4005.03 Arts Mid-Hudson	-775.00
4005.05 Roger Phillips Concerts	199.00
4005.11 Sponsored	200.00
<b>Total for 4005 Restricted Grants</b>	<b>-\$376.00</b>
4006 Unrestricted Grants & Donations	0
4006.01 Annual Appeal	583.12
4006.02 Unsolicited Donations	1,416.38
<b>Total for 4006 Unrestricted Grants &amp; Donations</b>	<b>\$1,999.50</b>
4007 Programs	0
4007.01 Friends' Book & Art Sales	51.00
4007.03 Program Book Sales	106.99
4007.05 Art Sales	131.25
4007.06 Coffee & Tea Services	30.64
4007.08 Copy Fees	112.00
<b>Total for 4007 Programs</b>	<b>\$431.88</b>
4008 Library Charges	0
4008.02 Lost Book Fees	159.00
4008.03 Square Revenue	178.60
<b>Total for 4008 Library Charges</b>	<b>\$337.60</b>
4009 Interest & Dividends	44.31
<b>Total for Income</b>	<b>\$2,437.29</b>
<b>Cost of Goods Sold</b>	
<b>Gross Profit</b>	<b>\$2,437.29</b>
<b>Expenses</b>	
5001 Staff Expenses	0
5001.01 Net Salary & Wages	27,802.66
5001.02 Employee Benefits	0
5001.021 Health Insurance	4,160.54
<b>Total for 5001.02 Employee Benefits</b>	<b>\$4,160.54</b>
5001.04 Other Staff Expenses	0
5001.038 Payroll Administrative Fees	204.01
5001.043 Worker's Comp Insurance	127.26
<b>Total for 5001.04 Other Staff Expenses</b>	<b>\$331.27</b>
<b>Total for 5001 Staff Expenses</b>	<b>\$32,294.47</b>

# Statement of Activity

Starr Library

April 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
5002 Collection Expenses	0
5002.01 Print	0
5002.011 Books	0
5002.0112 Sponsored.	3,393.27
5002.0114 Large Print Sponsored	217.94
5002.0117 Collection Supplies	197.39
<b>Total for 5002.011 Books</b>	<b>\$3,808.60</b>
5002.012 Periodicals	0
5002.0121 Un-sponsored	983.94
<b>Total for 5002.012 Periodicals</b>	<b>\$983.94</b>
<b>Total for 5002.01 Print</b>	<b>\$4,792.54</b>
5002.02 Electronic	0
5002.021 Un-sponsored	2,002.43
5002.022 Sponsored	89.41
<b>Total for 5002.02 Electronic</b>	<b>\$2,091.84</b>
5002.03 Other	0
5002.032 Museum Passes	0
5002.0322 Sponsored	150.00
<b>Total for 5002.032 Museum Passes</b>	<b>\$150.00</b>
5002.033 Games & Toys	0
5002.0331 Sponsored	43.20
<b>Total for 5002.033 Games &amp; Toys</b>	<b>\$43.20</b>
<b>Total for 5002.03 Other</b>	<b>\$193.20</b>
<b>Total for 5002 Collection Expenses</b>	<b>\$7,077.58</b>
5004 Building & Equipment	0
5004.01 B&E Repairs	930.00
5004.030 Utilities	0
5004.031 Electric	2,002.38
5004.033 Water	147.00
5004.039 Telecommunications	259.18
<b>Total for 5004.030 Utilities</b>	<b>\$2,408.56</b>
5004.09 Other B&E Expenses	0
5004.091 Security	1,040.03
5004.092 Trash	145.86
5004.096 Elevator	2,790.96
5004.099 Building Supplies	43.66
<b>Total for 5004.09 Other B&amp;E Expenses</b>	<b>\$4,020.51</b>
<b>Total for 5004 Building &amp; Equipment</b>	<b>\$7,359.07</b>

# Statement of Activity

Starr Library

April 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
5005 Miscellaneous	0
5005.01 Program Expenses	0
5005.012 Supplies & Refreshments	129.48
5005.014 Water	0
5005.0141 Sponsored	79.84
<b>Total for 5005.014 Water</b>	<b>\$79.84</b>
<b>Total for 5005.01 Program Expenses</b>	<b>\$209.32</b>
5005.02 Professional Fees	0
5005.022 Legal	187.50
<b>Total for 5005.02 Professional Fees</b>	<b>\$187.50</b>
5005.04 Mid-Hudson Library System	2,432.10
5005.09 Office Supplies	62.16
5005.13 Bank Service Charges	64.51
5005.14 Advertising & Marketing	0
5005.141 Website & Social Media	44.00
5005.145 Printing & Reproduction	215.00
<b>Total for 5005.14 Advertising &amp; Marketing</b>	<b>\$259.00</b>
5005.17 Dues & Subscriptions	139.00
5005.80 Trustee Expenses	70.99
<b>Total for 5005 Miscellaneous</b>	<b>\$3,424.58</b>
<b>Total for Expenses</b>	<b>\$50,155.70</b>
<b>Net Operating Income</b>	<b>-\$47,718.41</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>-\$47,718.41</b>

# Statement of Activity Comparison

## Starr Library

January 1-April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - APR 30 2025	JAN 1 - APR 30 2024 (PY)
<b>Income</b>		
4001 Local Public Funds	0	0
4001.01 Rhinebeck Tax Levy	464,800.00	465,071.52
<b>Total for 4001 Local Public Funds</b>	<b>\$464,800.00</b>	<b>\$465,071.52</b>
4005 Restricted Grants	0	0
4005.01 Friends of Starr Library	0	0
4005.011 Print Books	10,000.00	10,000.00
4005.014 Large Print Books	1,500.00	
4005.015 Museum Passes	1,000.00	1,000.00
4005.013 Computer		2,500.00
4005.017 Water		500.00
4005.019 Electronic Material		5,000.00
<b>Total for 4005.01 Friends of Starr Library</b>	<b>\$12,500.00</b>	<b>\$19,000.00</b>
4005.03 Arts Mid-Hudson	-2,975.00	
4005.05 Roger Phillips Concerts	-\$6,926.09	\$5,800.00
4005.051 Expenses		-16.30
<b>Total for 4005.05 Roger Phillips Concerts</b>	<b>-\$6,926.09</b>	<b>\$5,783.70</b>
4005.11 Sponsored	200.00	
4005.08 Thomas B. Kelly		630.00
4005.91 Restricted Grants Balance at 01.01.24		
<b>Total for 4005 Restricted Grants</b>	<b>\$2,798.91</b>	<b>\$25,413.70</b>
4006 Unrestricted Grants & Donations	\$101.05	0
4006.01 Annual Appeal	5,514.50	7,324.69
4006.02 Unsolicited Donations	3,379.81	2,082.89
<b>Total for 4006 Unrestricted Grants &amp; Donations</b>	<b>\$8,995.36</b>	<b>\$9,407.58</b>
4007 Programs	0	0
4007.01 Friends' Book & Art Sales	29.00	
4007.03 Program Book Sales	226.99	195.41
4007.04 Other Merchandise	186.00	
4007.05 Art Sales	749.45	-452.50
4007.06 Coffee & Tea Services	-16.82	-141.78
4007.07 Room Rentals	105.00	315.00
4007.08 Copy Fees	1,074.03	724.26
<b>Total for 4007 Programs</b>	<b>\$2,353.65</b>	<b>\$640.39</b>
4008 Library Charges	\$10.34	0
4008.02 Lost Book Fees	456.42	952.65
4008.03 Square Revenue	-105.91	-279.27

# Statement of Activity Comparison

## Starr Library

January 1-April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - APR 30 2025	JAN 1 - APR 30 2024 (PY)
4008.01 Fines (Other Libraries)		-4.90
<b>Total for 4008 Library Charges</b>	<b>\$360.85</b>	<b>\$668.48</b>
4009 Interest & Dividends	\$44.31	0
4009.01 Operating Account	137.45	105.81
<b>Total for 4009 Interest &amp; Dividends</b>	<b>\$181.76</b>	<b>\$105.81</b>
<b>Total for Income</b>	<b>\$479,490.53</b>	<b>\$501,307.48</b>
Cost of Goods Sold		
<b>Gross Profit</b>	<b>\$479,490.53</b>	<b>\$501,307.48</b>
Expenses		
5001 Staff Expenses	0	0
5001.01 Net Salary & Wages	109,991.86	86,717.94
5001.02 Employee Benefits	0	0
5001.021 Health Insurance	16,642.16	17,145.78
<b>Total for 5001.02 Employee Benefits</b>	<b>\$16,642.16</b>	<b>\$17,145.78</b>
5001.03 Payroll Taxes	5,188.92	32,571.24
5001.04 Other Staff Expenses	0	0
5001.038 Payroll Administrative Fees	1,377.53	419.00
5001.041 Disability/Family Leave Insurance	1,502.25	1,852.04
5001.043 Worker's Comp Insurance	499.79	464.15
5001.048 Travel & Training	2,346.58	85.00
5001.049 Staff Appreciation	98.48	111.75
<b>Total for 5001.04 Other Staff Expenses</b>	<b>\$5,824.63</b>	<b>\$2,931.94</b>
<b>Total for 5001 Staff Expenses</b>	<b>\$137,647.57</b>	<b>\$139,366.90</b>
5002 Collection Expenses	0	0
5002.01 Print	0	0
5002.011 Books	0	0
5002.0112 Sponsored.	8,023.57	8,177.54
5002.0114 Large Print Sponsored	332.54	730.45
5002.0117 Collection Supplies	760.92	709.04
5002.0111 Un-sponsored		69.50
5002.0116 Sponsored		16.12
<b>Total for 5002.011 Books</b>	<b>\$9,117.03</b>	<b>\$9,702.65</b>
5002.012 Periodicals	0	0
5002.0121 Un-sponsored	1,723.53	1,922.55
5002.0122 Sponsored		
<b>Total for 5002.012 Periodicals</b>	<b>\$1,723.53</b>	<b>\$1,922.55</b>
<b>Total for 5002.01 Print</b>	<b>\$10,840.56</b>	<b>\$11,625.20</b>

# Statement of Activity Comparison

## Starr Library

January 1-April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - APR 30 2025	JAN 1 - APR 30 2024 (PY)
5002.02 Electronic	0	0
5002.021 Un-sponsored	5,728.98	3,727.15
5002.022 Sponsored	89.41	2,219.38
<b>Total for 5002.02 Electronic</b>	<b>\$5,818.39</b>	<b>\$5,946.53</b>
5002.03 Other	0	0
5002.032 Museum Passes	0	0
5002.0322 Sponsored	222.00	425.00
<b>Total for 5002.032 Museum Passes</b>	<b>\$222.00</b>	<b>\$425.00</b>
5002.033 Games & Toys	0	0
5002.0331 Sponsored	43.20	
<b>Total for 5002.033 Games &amp; Toys</b>	<b>\$43.20</b>	<b>0</b>
5002.031 DVDs & CDs		304.57
<b>Total for 5002.03 Other</b>	<b>\$265.20</b>	<b>\$729.57</b>
<b>Total for 5002 Collection Expenses</b>	<b>\$16,924.15</b>	<b>\$18,301.30</b>
5004 Building & Equipment	0	0
5004.01 B&E Repairs	\$1,274.81	0
5004.011 Paid from Local Public Funds		3,978.79
<b>Total for 5004.01 B&amp;E Repairs</b>	<b>\$1,274.81</b>	<b>\$3,978.79</b>
5004.030 Utilities	0	0
5004.031 Electric	4,129.01	3,584.08
5004.032 Propane	3,046.03	4,528.76
5004.033 Water	294.00	147.00
5004.039 Telecommunications	1,043.44	1,318.08
<b>Total for 5004.030 Utilities</b>	<b>\$8,512.48</b>	<b>\$9,577.92</b>
5004.04 Commercial Insurance	0	0
5004.041 Package	2,124.00	2,057.00
5004.042 Auto	113.00	113.00
5004.043 Umbrella	612.00	525.00
<b>Total for 5004.04 Commercial Insurance</b>	<b>\$2,849.00</b>	<b>\$2,695.00</b>

# Statement of Activity Comparison

## Starr Library

January 1-April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - APR 30 2025	JAN 1 - APR 30 2024 (PY)
5004.09 Other B&E Expenses	0	0
5004.091 Security	1,747.28	1,321.86
5004.092 Trash	437.58	291.72
5004.093 Janitor	4,600.00	5,800.00
5004.094 Snow Removal	1,965.99	1,042.99
5004.095 Lawn	1,733.29	
5004.096 Elevator	2,790.96	2,592.12
5004.099 Building Supplies	585.45	284.12
<b>Total for 5004.09 Other B&amp;E Expenses</b>	<b>\$13,860.55</b>	<b>\$11,332.81</b>
<b>Total for 5004 Building &amp; Equipment</b>	<b>\$26,496.84</b>	<b>\$27,584.52</b>
5005.85 Grant Expense	2,399.70	
5005 Miscellaneous	0	0
5005.01 Program Expenses	0	0
5005.011 Author & Presenter Fees	250.00	2,595.00
5005.012 Supplies & Refreshments	482.99	796.41
5005.014 Water	0	0
5005.0141 Sponsored	232.74	196.90
5005.0142 Un-sponsored	54.90	
<b>Total for 5005.014 Water</b>	<b>\$287.64</b>	<b>\$196.90</b>
<b>Total for 5005.01 Program Expenses</b>	<b>\$1,020.63</b>	<b>\$3,588.31</b>
5005.02 Professional Fees	0	0
5005.022 Legal	187.50	
5005.023 Bookkeeping	204.19	11.88
<b>Total for 5005.02 Professional Fees</b>	<b>\$391.69</b>	<b>\$11.88</b>
5005.03 Fundraising Expenses	0	0
5005.031 Annual Appeal	146.00	100.02
5005.034 Other Fundraising Expenses	0	\$334.48
5005.0341 Bloomerang Fees	2,446.23	2,356.18
5005.0342 Postage	146.00	
5005.0343 Square Fees		8.16
<b>Total for 5005.034 Other Fundraising Expenses</b>	<b>\$2,592.23</b>	<b>\$2,698.82</b>
<b>Total for 5005.03 Fundraising Expenses</b>	<b>\$2,738.23</b>	<b>\$2,798.84</b>
5005.04 Mid-Hudson Library System	6,186.20	5,204.50
5005.09 Office Supplies	148.64	628.68
5005.11 Equipment/Technology	353.97	419.99
5005.13 Bank Service Charges	\$103.51	0
5005.131 Credit Card Fees	150.86	
<b>Total for 5005.13 Bank Service Charges</b>	<b>\$254.37</b>	<b>0</b>

# Statement of Activity Comparison

## Starr Library

January 1-April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - APR 30 2025	JAN 1 - APR 30 2024 (PY)
5005.14 Advertising & Marketing	-\$140.00	0
5005.141 Website & Social Media	999.68	1,216.68
5005.145 Printing & Reproduction	215.00	209.53
<b>Total for 5005.14 Advertising &amp; Marketing</b>	<b>\$1,074.68</b>	<b>\$1,426.21</b>
5005.17 Dues & Subscriptions	625.00	519.00
5005.80 Trustee Expenses	952.96	96.00
5005.08 Postage & Freight		141.00
<b>Total for 5005 Miscellaneous</b>	<b>\$13,746.37</b>	<b>\$14,834.41</b>
ScanSnap Home		
<b>Total for Expenses</b>	<b>\$197,214.63</b>	<b>\$200,087.13</b>
<b>Net Operating Income</b>	<b>\$282,275.90</b>	<b>\$301,220.35</b>
Other Income		
Other Expenses		
5006 Expansion	0	0
5006.01 Professional Fees	0	0
5006.011 Skolnick	20,187.44	
5006.012 Legal	112.50	
<b>Total for 5006.01 Professional Fees</b>	<b>\$20,299.94</b>	<b>0</b>
<b>Total for 5006 Expansion</b>	<b>\$20,299.94</b>	<b>0</b>
<b>Total for Other Expenses</b>	<b>\$20,299.94</b>	<b>0</b>
<b>Net Other Income</b>	<b>-\$20,299.94</b>	<b>0</b>
<b>Net Income</b>	<b>\$261,975.96</b>	<b>\$301,220.35</b>

# DIRECTOR'S REPORT

May 22, 2025

## UPCOMING CALENDAR HIGHLIGHTS

- **Last four writing workshops:** Wendy Chin-Tanner, Linda Chase, Evan Hughes and Alexis Coe
- **NEW Wellness Programs:**
  - **Insight Meditation Sitting Group**, first Sunday of every month from 2-4pm
  - **The Self-Work Shelf** (mental health book club) w/ LMFT Jennifer Uhrlass, last Thursday of every month
  - **CHILL: The Art of Mindful Self-Care with Mary McQuaid** - Wednesday, June 11th, 5-6:30pm
  - Returning: Weekly (weather permitting) **outdoor qigong** beginning on Thursday, June 5th at 10am through September
- **Summer Reading Program Kick-off:** Screenprinting! - Sunday, June 8th, 1-2:30pm

## PROGRAMS

New partnerships are in bold and italicized.

- **Special Events in April:**
  - *Free for All: The Public Library Screening @ Upstate Films w/ Alexis Coe & library directors; Cooking Club: Spring Salads; Rhinebeck Families Play & Hang (Ongoing on Fridays); Autism Acceptance Month Story & Singalong with the Anderson Center & Terry Watson; Unhinged Dating Upstate x Nerds @ Nite Speed Dating; Prof. Raman Ramakrishnan & the Bard Chamber Quintet (First Roger Phillips Committee Concert).*
  - N.B. - Low attendance: Creating Your Own Independent Comics with Tyler Chin-Tanner and *My Daddy is a Cowboy* with Stephanie Seales (Stephanie Seales offered to return in the fall at no charge).
- **Special Events in May:** RCSD 19th Annual Student Art Opening (5/2); Writing workshops with Sari Botton (5/7), Molly Prentiss (5/1; 5/13), and Jake Jeppson (5/17); Roger Phillips Concert: *The Wallpapers* (5/17); *Women are Angry* with Jennifer Cox (5/28)
- **Outside Groups & Partnerships:**
  - ***Friends of Rhinebeck Cemetery: Grieving our Pets, Braver Angels: Skills for Disagreeing Better***, AARP, Anderson Center, *AT PLAY*, The Being Together Project, Culture Connect, Rhinebeck at Home, Rhinebeck Democrats Club, Rhinebeck Historical Society, Starr Stitchers, Rhinebeck Rec Department, ***Bulkeley Middle School Lego Robotics Club, Upstate Films, Indie Lens Pop-Up % PBS Documentaries, Un-Hinged Upstate Dating.***
- **Ongoing:**
  - Lego Hour, Mahjong, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Death Cafe, Teen Tech, Starr Stitchers, Classical Guitar & Chill, Story Time, Music & Movement, Memoir Writing, All Abilities Story & Craft, Mystery Book

Club, Starr Book Club, Cooking Club, *The Laughing Stocks: Investment & Finance Discussion*, *Rhinebeck Parents Meetup*.

## PATRON SERVICES

- K-12 Student art exhibit, mental health displays in children's room
- New signage and shelf tags coming for the children's room

## FUNDING/FUNDRAISING

- Submitted petition signatures and paperwork to Town Clerk.
- Applied for \$20k from Sarahana Shrestha's office for AV and technology upgrades.
- Working on updating donations sections of our website.
- Starting work on State Aid for Library Construction application – also possible lead with Shrestha's office for HVAC.

## OUTREACH

- Invite MHLS trustees to a meeting? An MHLS board seat is opening up in 2026 – do you have suggestions for candidates?
- Summer MHLS Road Trip – this is a program encouraging people to visit as many MHLS libraries as possible this summer!
- Town Board and Rotary presentations postponed.
- Advocacy update -
  - DCLA reps met with County Executive Serino about absence of county funding.
  - Potential federal impact on NYS budget (withdrawing promised funds) and MHLS.
- Teaming up with Red Hook Public Library for Summer Reading and Red Hook, Tivoli, and Morton libraries for Beckhook Pride.
- Oblong Books donated three large boxes of new books for our collection or the Friends Book Sale.
- Sent 2024 Annual Report to the Community to local and state politicians. Let me know if you have specific people you would like me to send a copy to.

## BUILDING & GROUNDS

- See B&G report
- Staff is discussing how to rededicate the children's wing as a space only for children and families.

## STAFF

- Staff evaluations have been completed.

## MEETINGS/TRAININGS

- Attended MidHudson Directors' Business Meeting, followed by New Directors' Forum, in person on 4/25
- 414 Kickoff webinar 4/29
- Attended DCLA Trustee Reception at Boardman Road Library with guest speaker on Libraries and the First Amendment on 5/1
- Zoom with Skolnick and Altieri representatives on 5/7
- Roger Phillips Concert Committee on 5/9
- Met with Mayor Bassett and Rhinebeck at Home leadership about Village transportation program that is in development phase on 5/10
- Participated in MHLS Winning at the Polls webinar on 5/12
- Attended 4.5 hour course in person at Mid-Hudson on Finance Training for Directors on 5/14
- DCLA Meeting on 5/16

## TRUSTEE PROGRAMS

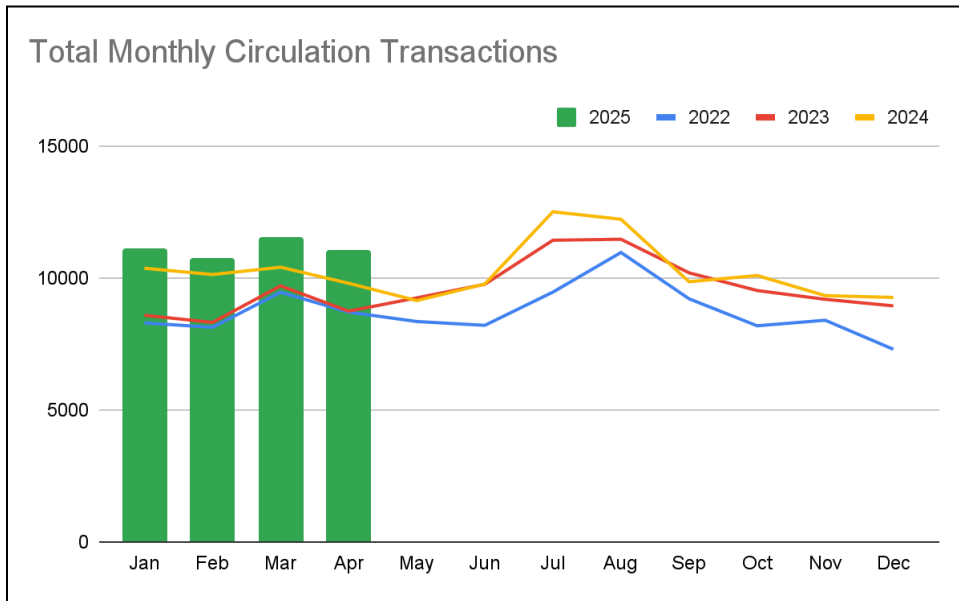
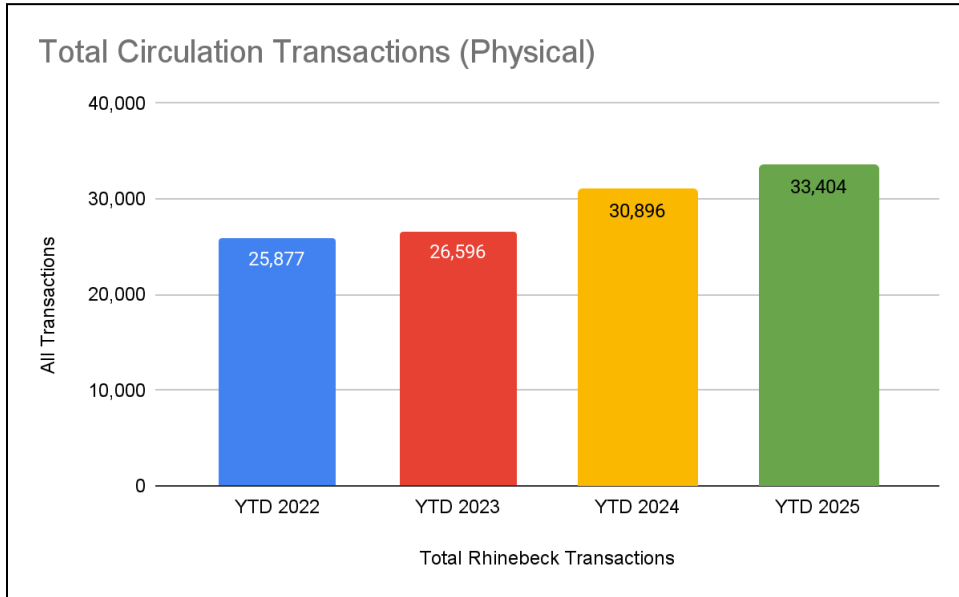
- [MHLS Sustainable Funding Series: The Basics of Insurance Coverage for Your Library](#) – Fri, May 30, 10:00 AM
- [MHLS Sustainable Funding Series: Finance for Trustees: Part 1](#) – Tuesday, June 3, 5:00 PM at MidHudson Auditorium
- [Trustee Education Series: Legal Basics for Library Trustees](#) – Monday, June 16, 6:00 PM at Town of Esopus Library - 128 Canal St. Port Ewen NY
- [MHLS Sustainable Funding Series: Finance for Trustees Part 1: The Basics](#) – Tuesday, June 17, 5:00 PM Online
- [MHLS Sustainable Funding Series: Finance for Trustees Part 2: Multiyear Financial Planning](#) – Tuesday, June 24, 5:00 PM Online
- [Salaries & Benefits: Strengthening the Future of Your Library by Investing in Your Staff](#) – Wednesday, June 25, 10:00 AM Online

## STATISTICS

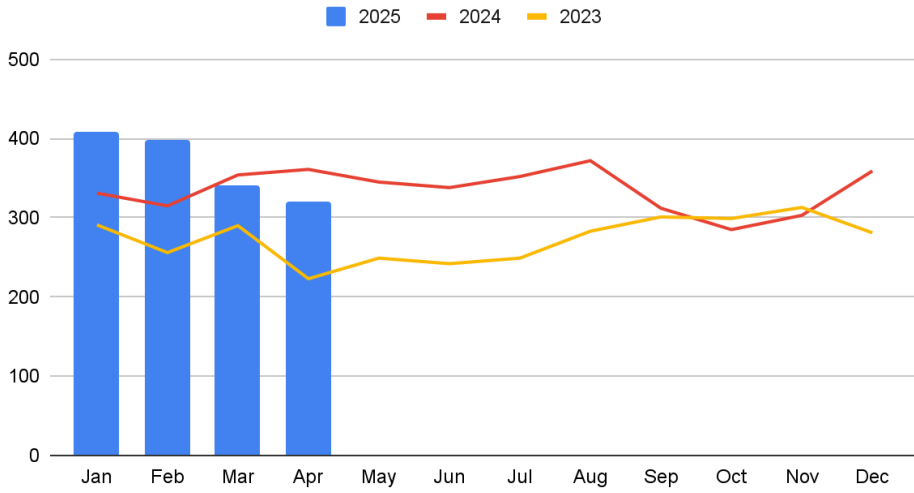
<b>Attendance</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
Adult & multi-age ongoing programs	379	645	587	713	1205
Children's/YA programs	159	338	264	356	418
Outside groups - reserved rooms	165	56	79	174	70
Virtual programs	0	75	0	0	0
<b>Total attendance*</b>	<b>722</b>	<b>1039</b>	<b>930</b>	<b>1243</b>	<b>1693</b>

\*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

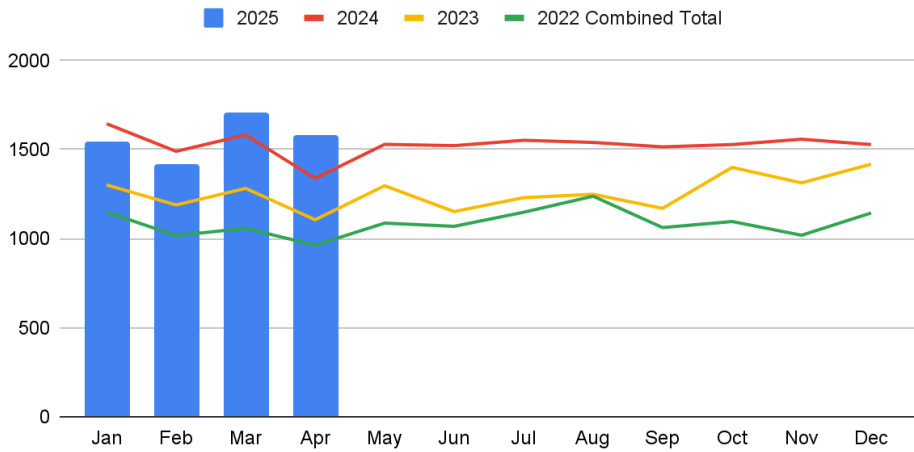


### Hoopla - Total Borrowos



### Overdrive Total Borrowos

eBooks + eAudio + eMagazines



# PR/Communications Committee Meeting Minutes, May 2025

## In Attendance

Jaclyn, Eve, Jim, Laura C. and Jay

## Topics Covered

- We developed a strategy for Director Jaclyn Savolainen to present to the Rhinebeck Rotary Club. She will acknowledge library board members who are also Rotary members and will highlight students the Rotary recruited to help with the last Starr gala. Our recent report to the community will provide the substance of her presentation.
- We discussed intended enhancements for the library's donations page on the website as well as the Donate Now feature. Giving options should be plentiful and convenient, and our Donate Now button should stand out more. We reviewed similar content on the website of the New York Public Library.
- Communications techniques were reviewed for potential future email fundraising appeals. These appeals should present our cause as urgent (it's an issue now and it matters) and proximate (central to people's daily lives) to produce successful results.
- To support the library's push this fall for a prudent increase in taxpayers' investment in our programs, specific edits were suggested for draft frequently asked questions (FAQ) documents. The materials and all communications about the library should lead with, and emphasize throughout, ways the library enhances the community and lives of residents. Powerful dividends result from community funding of the library and this must be emphasized repeatedly. Jaclyn is going to come back to the committee with a statement on how much our users save by accessing library materials.
- There is a desire to ensure staff and board members can effectively employ newly developed messaging about the work of our library and why it matters. Committee members Jay Burgess and Jim Ruderman will plan a training workshop and review the approach at a upcoming committee meeting.

## Building and Grounds Committee Meeting

5/13/25, 5:30 PM

I There were three items on the meeting agenda:

A Tree Trimming: Jaclyn's primary concern is the dying crab apple tree near the main entrance. All but three branches are dead. Jaclyn has recommended that the tree be removed and the committee would like to see the tree replaced. Jaclyn said she will get other an updated quote from the company that removed the last crab apple tree (Ruben's Tree Service), including the cost of replacing the tree and taking down part of another tree. Jaclyn mentioned that Central Hudson has done tree trimming on Starr property, but more tree work needs to be done in the future.

B Access for Patrons with Limited Mobility: There were two incidents reported to the Committee concerning individuals with limited mobility having problems getting into the library. In one instance two individuals using walkers had a difficult time getting their walkers over the curb up on to the walkway next to the book drop (opposite where there is a railing). In the second instance Eve had to assist a wheelchair-bound patron get into her car. The patron had difficulty because of the pitch of the ramp and the slope of the parking spot which made it difficult to keep the wheelchair steady while they attempted to get it into the car. It is also very dark at night in this section of the parking lot due to the light timers. The committee discussed alternative ways to make it easier for patrons with limited mobility to enter the library. It was decided by the committee that I would try to find a contractor to give us some options for improving access to the library. I contacted a local excavation company-D & D Excavation-for advice. Brooke and I met Monday, May 19, with David Mathies, owner of D&D, to discuss possible improvements. Their suggestion was that we put a ramp on the sidewalk to the right of the book drop (as you're looking at it from the parking lot) to connect with the walkway leading to the main entrance. D&D will send us an estimate for the work which the Board can use to start a discussion about improving access.

C The final issue discussed was the library's continuing efforts to improve the appearance and functionality of the children's section of the library. There was a wide range of possible improvements discussed by the committee. It was decided by the committee that a sub committee made up of Laura Selicaro, Laura Charles, both of whom have

interior design experience, and Jaclyn (and/or other library staff recommended by Jaclyn) would develop specific recommendations to improve this section of the library to be presented to the Board for their review.

The meeting ended at 7:45.

Al Ragucci

# **Starr Library**

## **DRAFT Filming and Photography Policy**

### **Purpose**

Starr Library recognizes the First Amendment right to film in public settings. While the library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, other patrons or staff or be inconsistent with the library’s mission.

The Library offers an environment that is conducive to reading, researching, studying, and attending programs for education and enrichment. Use of the Library is limited to those who conduct themselves in a manner which is appropriate to the Library’s nature and purpose. Anybody who interferes with the proper use of the Library by other patrons, harasses Library staff, or abuses Library property or materials, is subject to removal from the Library and/or restriction of Library privileges.

This policy is needed to ensure that filming and photography is consistent with the Library’s Mission Statement and other Policies and does not interfere with the provision of Library services. Individual patrons have a right to use the library facility free from harassment, intimidation, or threats to their safety, well-being, and privacy rights.

### **Guidelines**

- Subject to the preceding paragraph: photography and video or audio recording by visitors to the Library are generally permitted if it is strictly for personal use.
- Photography and video or audio recording for commercial or educational purposes are permitted only if the activity has been approved in writing by the Library Director. In order to ensure that such activity would not be disruptive to, or interfere with, the Library staff or patrons, or be inconsistent with the Library’s mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.
  - Anyone wishing to record for commercial or educational purposes must provide a written request detailing the purpose, scope, and intended use of the footage.
  - Proof of liability insurance may be required for commercial or large-scale projects.
  - The library must be credited in all public materials as follows: *Filmed at Starr Library. The library does not endorse the content of this production.*

- A completed Filming Agreement Form must be submitted for approval at least 14 days in advance.
- The library reserves the right to review the final footage before public release.
- All requests to use a Library facility as a setting for photography, video or audio recording are to be referred to the Director, who has the responsibility and authority to evaluate the requests and to monitor the recording. Requests will be evaluated in terms of their impact on library operations and services.
- Filming must not disrupt the work environment of Library staff, obstruct passageways or cause disturbances to library patrons. Library staff may terminate any photo or film session that appears to compromise public safety, security, patron privacy or does not meet the standards of this policy. This includes harassment of other patrons.
- Filming parties are responsible for any damage incurred during their activities.
- In order to protect the rights of individual patrons and to prevent disruptions, interference with staff or patrons, or conduct inconsistent with the Library's mission, photographing and video or audio recording on Library property are restricted as follows:
  - Under no circumstances may the public, or members of the media take photographs or record video or audio of other people without the express permission of any Library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.
  - No filming or photography is permitted in staff-only areas, restrooms, or near public computers.
  - In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to ensure safety and security.
  - Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library.
  - Library furnishings cannot be rearranged to accommodate the photographer's wishes.
  - Filming that will be used to promote a particular political position or candidate is not allowed.
  - The terms above apply to the media as well as to amateur photographers and audio/video creators.

### **Exceptions/Responsibilities and Rights for Library:**

- Please note that the Library frequently engages in photographing and filming programs and events for its own publicity and promotional purposes. Library staff will make every effort to notify library patrons when recording is taking place. Those who do not want to be filmed or photographed must explicitly notify Library staff verbally or in writing in each instance.
- The library reserves the right to modify this policy at any time and to deny or revoke filming permissions at its discretion.

*(Adopted from The East Greenbush Community Library's Photography & Filming Policy)*

Adopted and approved by the Starr Library Board of Trustees

Dated:

# Starr Library

## Filming Agreement Form

**Date of Request:** \_\_\_\_\_

**Filmmaker Name:** \_\_\_\_\_

**School/Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Purpose of Filming:**

\_\_\_\_\_

**Proposed Filming Date(s) and Time(s):**

\_\_\_\_\_

**Areas of the Library to Be Used:**

\_\_\_\_\_

**Equipment to Be Used:**

\_\_\_\_\_

## Filming Guidelines

1. Filming must not disrupt normal library operations or interfere with patrons' use of the space.
2. Filming is limited to designated areas approved by library staff.
3. Patrons may not be filmed without their express written consent. Filming of minors requires parental/guardian consent.
4. Sound recording must not capture private conversations of library patrons or staff.
5. No filming is permitted in staff-only areas or near patron computers.
6. The filmmaker is responsible for ensuring all equipment does not pose safety hazards.

7. The library reserves the right to request review of footage before public release.
8. The library must be credited in the final project as follows: *Filmed at Starr Library. The library does not endorse the content of this production.*
9. The filmmaker assumes all responsibility for damages and liability during the filming process.

## **Insurance & Liability Waiver**

The filmmaker agrees to indemnify and hold harmless Starr Library, its staff, and governing bodies from any claims, damages, or liability arising from the filming activities. If required, proof of liability insurance may be requested.

## **Approval**

By signing below, the filmmaker agrees to abide by all library policies and filming guidelines. The library reserves the right to revoke filming permissions at any time.

**Filmmaker Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Library Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Context notes (not for inclusion in policy):

## First Amendment of the U.S. Constitution

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

## New York Constitution, Art. 1, Section 8

“Every citizen may freely speak, write and publish his or her sentiments on all subjects, being responsible for the abuse of that right; and no law shall be passed to restrain or abridge the liberty of speech or of the press.”

Case law in NY holds that a library is a limited public forum.

*See, e.g., Kreimer v. Bureau of Police for the Town of Morristown*, 958 F.2d 1242, 1259 (3d Cir. 1992); *Armstrong v. District of Columbia Public Library*, 154 F.Supp.2d 67, 75 (D.D.C. 2001); *The Gay v. O'Hoopee*, 235 F.Supp.2d 1362, 1368 (S.D.Ga. 2002); *see also Brown v. Louisiana*, 383 U.S. 131, 86 S. Ct. 719, 15 L. Ed. 2d 637 (1966)

"A State or its instrumentality may, of course, regulate the use of its libraries or other public facilities. But it must do so in a reasonable and nondiscriminatory manner, equally applicable to all and administered with equality to all."

A “limited public forum” is created when the government designates “a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects.”

*Bronx Household of Faith v. Bd. of Educ.*, 492 F.3d 89, 96 (2d Cir. 2007) (quoting *Cornelius v. NAACP Legal Def & Educ. Fund*, 473 U.S. 788, 802, 105 S. Ct. 3439, 87 L. Ed. 2d 567 (1985)).

In the case of a limited public forum, constitutional protection is afforded only to expressive activity of a genre similar to those that the government has admitted to the limited forum.

*Travis v. Owego-Apalachin School Dist.*, 927 F.2d 688 (2d Cir. 1991).

## **Starr Library**

### **PRIVACY AND CONFIDENTIALITY POLICY AND GUIDELINES (Draft)**

#### **Purpose**

Starr Library's commitment to the privacy and confidentiality of patrons has deep roots not only in law but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics:

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

#### **Legal Basis**

- In compliance with New York State Civil Practice Law and Rules [4509](#), the records of the library cardholders are confidential. Library records include but are not limited to patron registration records, circulation records, electronic access information required to provide users with online access to accounts, attendance records for library sponsored programs, records of computer use or reference services, or any other data linking a particular patron to specific library services or materials.

#### **Guidelines**

- Starr Library avoids creating unnecessary records, retains only records needed for the fulfillment of the mission of the library, and does not engage in practices that might place information on public view.
- Patrons have control over their library cards. Presentation of a valid library card will allow the patron whose name appears on the card (or the parent/legal guardian in the case of a minor child) access to information about the current circulation record of that patron. A person presenting the library card of a friend or family member may check out items on that card with authorization from the cardholder. However, no information from that library record may be given by library staff to a third party.
- Patrons have the option of providing an email address for the purpose of notifications about their library account. If the patron agrees to communication by email on their library card registration form, the library will also use email addresses to communicate about library programs and services through library newsletters and other emails. Patrons may unsubscribe from any of these communications at any time and, further, request removal of their email address from the patron record.
- Individuals who use library services are entitled to view and/or update their information online or in person. In both instances, patrons will be asked to provide some sort of verification such as a pin number, password, or photo ID to ensure their identity.

- The purpose of accessing and updating one's personally identifiable information is to ensure that library operations can function properly. Such functions may include notification of overdue items, recalls, reminders, etc.
- No information from the library records will be released to any person, agency or organization, except in response to a valid court order or subpoena, properly presented to the Library Director or the Director's representatives.

### **Questions, Concerns, or Complaints**

Users who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Library Director. Administration will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

*(Adapted from Kingston Public Library and ALA)*

*Drafted April 24, 2025*