

June 2025 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday, June 26, 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. Patron Confidentiality Policy - second reading
 - B. Skolnick update
13. New Business
 - A. Facilities Plan
 - B. Tree service
 - C. Fiber connection
 - D. Library Card Policy - first reading
14. Public Comment Period
15. Adjournment
16. Executive Session, if needed

Next Meeting: July 24, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

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

Trustees Present: Jay Burgess, Mimi Joh Carnella, Laura Charles, Erin Humbaugh, Valerie Jacob, Al Ragucci, Jim Ruderman, Laura Selicaro, Andrew Schulkind, Eve Wood, and Director Jaclyn Savolainen. 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. Jaclyn introduced a new Children's Summer Program associate, Karen Waltuch, and introductions were made between her and all the Trustees. Karen provided an overview of the program she is developing and how activities will align with a summer reading list. Karen then left the meeting.

II. Public Comment Period

No comments.

III. Minutes from the April meeting: Eve 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 April. 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, and all questions asked were appropriately answered. A motion was made to approve the Treasurer's Report, which motion was seconded and unanimously approved. Andrew then recommended to the Trustees that Starr open a money market account. A discussion ensued, and all questions were appropriately answered. A motion was made to approve such action, 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. Numerous programs were highlighted in her report, with special note being given to a reception for an art exhibition held at the Library presenting works of local

students in grades K-12. Approximately 150 adults and students attended the event, with the students bursting with pride to have their works showcased at the Library for all to see. Jaclyn also reviewed some new distinctive signage that is being tried in an effort to assist and direct library users to various kinds of books as a way of introducing new reading possibilities. Jaclyn also shared progress being made to reshape the Children's area of the library as solely a children's area. Jaclyn is working with staff on amenities to boost use and enjoyment of this area. Laura Charles and Laura Selicaro will be meeting to discuss further opportunities. Statistics for the month of April were included in the Director's Report.

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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 that the next book sale would be held in July. Jaclyn reported on the amount of funds approved to be allocated from The Friends to Starr. The Trustees thanked Stephen on behalf of The Friends.

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: Erin provided various updates on the ongoing actions of the Fundraising Committee.

Public Relations/Communications Committee: Jay reported on the last meeting of the

PR/Communications Committee, the minutes for which had been distributed to the Trustees in advance of the meeting. The Committee members have been working with Jaclyn to prepare a presentation on the Library which could be used for a meeting with the Rhinebeck Rotary Club. Jay provided background on the highlights and focus of such presentation. He also noted that the Committee has been focused on upgrading the website to enhance the ease for patrons and others to make donations. Lastly, as set forth in the Committee's minutes, they have been preparing documents and talking points for the Town vote on the Library budget. A discussion ensued among the Trustees, and all questions asked were appropriately answered. Concert Committee had no updates.

Finance Committee had no updates which were not encompassed in the Treasurer's report.

Building & Grounds Committee: Al reported on the meeting of the Building & Grounds Committee, the minutes for which had been distributed to the Trustees in advance of the meeting. Al noted that certain tree work needed to be completed in the near future and longer term. He also discussed the Committee's continued focus on accessibility to the Library, with various upgrades being considered. Lastly, Al further noted that the Committee continues to review ideas on enhancing the environment in the Children's library.

IX. Correspondence

No correspondence was noted at the meeting.

X. Old Business

Eve noted that both the Filming and Photography Policy and the Meeting Rooms Policy (copies of which had been previously provided to the Trustees in advance of the meeting) had been discussed at the prior Board of Trustee's meeting, with updates being made to the Meeting Rooms Policy to reflect prior comments of the Trustees. The Trustees did not have any additional comments. A motion was made to approve each of the foregoing policies, which motion was seconded and unanimously approved.

XI. New Business

Eve noted that the first item of New Business of creating a money market account had been discussed and approved earlier in the meeting. Jaclyn then discussed the Privacy and Confidentiality Policy and Guidelines which had 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.

XII. Public Comment Period

None.

XIII. Adjournment

There being no other business to conduct, a motion was made to adjourn, which motion was seconded and unanimously approved at 6:50 p.m.

Next Meeting Date: June 26, 2025 at 5:30 p.m.

TREASURER'S REPORT

INCOME VS. EXPENSES

Statement of Activity

Starr Library

May 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4005 Restricted Grants	0
4005.03 Arts Mid-Hudson	2,975.00
4005.05 Roger Phillips Concerts	6,926.09
Total for 4005 Restricted Grants	\$9,901.09
4006 Unrestricted Grants & Donations	0
4006.02 Unsolicited Donations	5,197.20
Total for 4006 Unrestricted Grants & Donations	\$5,197.20
4007 Programs	0
4007.01 Friends' Book & Art Sales	-50.50
4007.04 Other Merchandise	201.88
4007.05 Art Sales	37.50
4007.06 Coffee & Tea Services	24.00
4007.07 Room Rentals	75.00
4007.08 Copy Fees	143.75
Total for 4007 Programs	\$431.63
4008 Library Charges	0
4008.01 Fines (Other Libraries)	1.90
4008.02 Lost Book Fees	217.68
4008.03 Square Revenue	-54.46
Total for 4008 Library Charges	\$165.12
4009 Interest & Dividends	0
4009.01 Operating Account	39.76
4009.02 Expansion Account	64.51
Total for 4009 Interest & Dividends	\$104.27
Total for Income	\$15,799.31
Cost of Goods Sold	
Gross Profit	\$15,799.31
Expenses	
5001 Staff Expenses	0
5001.01 Net Salary & Wages	27,665.46
5001.02 Employee Benefits	0
5001.021 Health Insurance	4,142.09
Total for 5001.02 Employee Benefits	\$4,142.09
5001.04 Other Staff Expenses	0
5001.038 Payroll Administrative Fees	572.09
5001.043 Worker's Comp Insurance	125.76
Total for 5001.04 Other Staff Expenses	\$697.85
Total for 5001 Staff Expenses	\$32,505.40

Statement of Activity

Starr Library
May 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
5002 Collection Expenses	0
5002.01 Print	0
5002.011 Books	0
5002.0112 Sponsored.	943.83
5002.0114 Large Print Sponsored	153.90
5002.0117 Collection Supplies	119.40
Total for 5002.011 Books	\$1,217.13
5002.012 Periodicals	0
5002.0122 Sponsored	49.95
Total for 5002.012 Periodicals	\$49.95
Total for 5002.01 Print	\$1,267.08
5002.02 Electronic	0
5002.021 Un-sponsored	1,614.36
Total for 5002.02 Electronic	\$1,614.36
5002.03 Other	0
5002.032 Museum Passes	\$250.00
5002.0322 Sponsored	250.00
Total for 5002.032 Museum Passes	\$500.00
Total for 5002.03 Other	\$500.00
Total for 5002 Collection Expenses	\$3,381.44
5004 Building & Equipment	0
5004.030 Utilities	0
5004.039 Telecommunications	88.72
Total for 5004.030 Utilities	\$88.72
5004.09 Other B&E Expenses	0
5004.092 Trash	145.86
5004.093 Janitor	1,400.00
5004.099 Building Supplies	23.11
Total for 5004.09 Other B&E Expenses	\$1,568.97
Total for 5004 Building & Equipment	\$1,657.69
5005 Miscellaneous	0
5005.01 Program Expenses	0
5005.011 Author & Presenter Fees	600.00
5005.012 Supplies & Refreshments	252.02
5005.014 Water	0
5005.0141 Sponsored	121.60
Total for 5005.014 Water	\$121.60
Total for 5005.01 Program Expenses	\$973.62

Statement of Activity

Starr Library
May 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
5005.03 Fundraising Expenses	0
5005.034 Other Fundraising Expenses	0
5005.0343 Square Fees	13.34
Total for 5005.034 Other Fundraising Expenses	\$13.34
Total for 5005.03 Fundraising Expenses	\$13.34
5005.07 Reimbursable Fees & Expenses	15.70
5005.09 Office Supplies	625.11
5005.14 Advertising & Marketing	0
5005.141 Website & Social Media	35.00
Total for 5005.14 Advertising & Marketing	\$35.00
5005.17 Dues & Subscriptions	250.00
5005.80 Trustee Expenses	15.99
Total for 5005 Miscellaneous	\$1,928.76
Total for Expenses	\$39,473.29
Net Operating Income	-\$23,673.98
Other Income	
Other Expenses	
Net Other Income	0
Net Income	-\$23,673.98

BUDGET VS. ACTUAL

Starr Library

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

January - May, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	464,800.00	464,800.00	0.00	100.00 %
Total 4001 Local Public Funds	464,800.00	464,800.00	0.00	100.00 %
4002 MHLS Cash Grants				
4002.01 Local Library Services Aid		2,100.00	-2,100.00	
Total 4002 MHLS Cash Grants		2,100.00	-2,100.00	
4005 Restricted Grants				
4005.01 Friends of Starr Library		25,000.00	-25,000.00	
4005.011 Print Books	10,000.00		10,000.00	
4005.014 Large Print Books	1,500.00		1,500.00	
4005.015 Museum Passes	1,000.00		1,000.00	
Total 4005.01 Friends of Starr Library	12,500.00	25,000.00	-12,500.00	50.00 %
4005.03 Arts Mid-Hudson	0.00		0.00	
4005.05 Roger Phillips Concerts	0.00		0.00	
4005.11 Sponsored	200.00		200.00	
4005.80 Other Restricted Grants		0.00	0.00	
Total 4005 Restricted Grants	12,700.00	25,000.00	-12,300.00	50.80 %
4006 Unrestricted Grants & Donations	101.05		101.05	
4006.01 Annual Appeal	5,514.50	55,000.00	-49,485.50	10.03 %
4006.02 Unsolicited Donations	8,583.63	15,000.00	-6,416.37	57.22 %
Total 4006 Unrestricted Grants & Donations	14,199.18	70,000.00	-55,800.82	20.28 %
4007 Programs		3,000.00	-3,000.00	
4007.01 Friends' Book & Art Sales	50.00		50.00	
4007.03 Program Book Sales	428.87		428.87	
4007.04 Other Merchandise	186.00		186.00	
4007.05 Art Sales	2,775.85		2,775.85	
4007.06 Coffee & Tea Services	27.18		27.18	
4007.07 Room Rentals	180.00		180.00	
4007.08 Copy Fees	1,373.78		1,373.78	
Total 4007 Programs	5,021.68	3,000.00	2,021.68	167.39 %
4008 Library Charges	10.34	2,000.00	-1,989.66	0.52 %
4008.01 Fines (Other Libraries)	27.65		27.65	
4008.02 Lost Book Fees	715.74		715.74	
4008.03 Square Revenue	-2,401.57		-2,401.57	
Total 4008 Library Charges	-1,647.84	2,000.00	-3,647.84	-82.39 %
4009 Interest & Dividends	44.31		44.31	
4009.01 Operating Account	177.21		177.21	
4009.02 Expansion Account	64.51		64.51	
4009.03 CD or Money Market Interest		2,000.00	-2,000.00	
Total 4009 Interest & Dividends	286.03	2,000.00	-1,713.97	14.30 %
4010 Distributions from Endowment				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4500.03 Endowment Draw - Yearly		56,000.00	-56,000.00	
4500.05 Endowment Draw - Special		0.00	0.00	
Total 4010 Distributions from Endowment		56,000.00	-56,000.00	
Total Revenue	\$495,359.05	\$624,900.00	\$ -129,540.95	79.27 %
GROSS PROFIT	\$495,359.05	\$624,900.00	\$ -129,540.95	79.27 %
Expenditures				
5001 Staff Expenses				
5001.01 Net Salary & Wages	137,657.32	382,148.00	-244,490.68	36.02 %
5001.02 Employee Benefits				
5001.021 Health Insurance	20,784.25	48,852.00	-28,067.75	42.55 %
Total 5001.02 Employee Benefits	20,784.25	48,852.00	-28,067.75	42.55 %
5001.03 Payroll Taxes	5,188.92		5,188.92	
5001.04 Other Staff Expenses		5,000.00	-5,000.00	
5001.038 Payroll Administrative Fees	1,949.62		1,949.62	
5001.041 Disability/Family Leave Insurance	1,502.25		1,502.25	
5001.043 Worker's Comp Insurance	625.55		625.55	
5001.048 Travel & Training	2,346.58	5,500.00	-3,153.42	42.67 %
5001.049 Staff Appreciation	98.48		98.48	
Total 5001.04 Other Staff Expenses	6,522.48	10,500.00	-3,977.52	62.12 %
Total 5001 Staff Expenses	170,152.97	441,500.00	-271,347.03	38.54 %
5002 Collection Expenses				
5002.01 Print				
5002.011 Books		29,000.00	-29,000.00	
5002.0112 Sponsored.	8,913.20		8,913.20	
5002.0114 Large Print Sponsored	575.85		575.85	
5002.0117 Collection Supplies	1,098.92	2,000.00	-901.08	54.95 %
Total 5002.011 Books	10,587.97	31,000.00	-20,412.03	34.15 %
5002.012 Periodicals		6,500.00	-6,500.00	
5002.0121 Un-sponsored	1,613.54		1,613.54	
5002.0122 Sponsored	49.95		49.95	
Total 5002.012 Periodicals	1,663.49	6,500.00	-4,836.51	25.59 %
Total 5002.01 Print	12,251.46	37,500.00	-25,248.54	32.67 %
5002.02 Electronic		25,000.00	-25,000.00	
5002.021 Un-sponsored	7,288.93		7,288.93	
Total 5002.02 Electronic	7,288.93	25,000.00	-17,711.07	29.16 %
5002.03 Other		1,200.00	-1,200.00	
5002.032 Museum Passes	250.00		250.00	
5002.0322 Sponsored	472.00		472.00	
Total 5002.032 Museum Passes	722.00		722.00	
5002.033 Games & Toys				
5002.0331 Sponsored	43.20		43.20	
Total 5002.033 Games & Toys	43.20		43.20	
Total 5002.03 Other	765.20	1,200.00	-434.80	63.77 %
Total 5002 Collection Expenses	20,305.59	63,700.00	-43,394.41	31.88 %
5004 Building & Equipment				
5004.01 B&E Repairs	1,274.81		1,274.81	
5004.011 Paid from Local Public Funds		10,000.00	-10,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5004.01 B&E Repairs	1,274.81	10,000.00	-8,725.19	12.75 %
5004.030 Utilities		26,750.00	-26,750.00	
5004.031 Electric	4,129.01		4,129.01	
5004.032 Propane	3,046.03		3,046.03	
5004.033 Water	294.00		294.00	
5004.039 Telecommunications	1,132.16		1,132.16	
Total 5004.030 Utilities	8,601.20	26,750.00	-18,148.80	32.15 %
5004.04 Commercial Insurance		13,000.00	-13,000.00	
5004.041 Package	2,124.00		2,124.00	
5004.042 Auto	113.00		113.00	
5004.043 Umbrella	612.00		612.00	
Total 5004.04 Commercial Insurance	2,849.00	13,000.00	-10,151.00	21.92 %
5004.09 Other B&E Expenses		35,000.00	-35,000.00	
5004.091 Security	1,747.28		1,747.28	
5004.092 Trash	583.44		583.44	
5004.093 Janitor	6,000.00		6,000.00	
5004.094 Snow Removal	1,965.99		1,965.99	
5004.095 Lawn	1,733.29		1,733.29	
5004.096 Elevator	2,790.96		2,790.96	
5004.099 Building Supplies	608.56	1,250.00	-641.44	48.68 %
Total 5004.09 Other B&E Expenses	15,429.52	36,250.00	-20,820.48	42.56 %
Total 5004 Building & Equipment	28,154.53	86,000.00	-57,845.47	32.74 %
5005 Miscellaneous				
5005.01 Program Expenses				
5005.011 Author & Presenter Fees	850.00	6,000.00	-5,150.00	14.17 %
5005.012 Supplies & Refreshments	735.01	1,500.00	-764.99	49.00 %
5005.014 Water		1,000.00	-1,000.00	
5005.0141 Sponsored	354.34		354.34	
5005.0142 Un-sponsored	54.90		54.90	
Total 5005.014 Water	409.24	1,000.00	-590.76	40.92 %
Total 5005.01 Program Expenses	1,994.25	8,500.00	-6,505.75	23.46 %
5005.02 Professional Fees				
5005.021 Accounting		4,000.00	-4,000.00	
5005.022 Legal	187.50		187.50	
5005.023 Bookkeeping	204.19		204.19	
Total 5005.02 Professional Fees	391.69	4,000.00	-3,608.31	9.79 %
5005.03 Fundraising Expenses				
5005.031 Annual Appeal	146.00	2,000.00	-1,854.00	7.30 %
5005.034 Other Fundraising Expenses		3,700.00	-3,700.00	
5005.0341 Bloomerang Fees	2,446.23		2,446.23	
5005.0342 Postage	146.00		146.00	
5005.0343 Square Fees	82.55		82.55	
Total 5005.034 Other Fundraising Expenses	2,674.78	3,700.00	-1,025.22	72.29 %
Total 5005.03 Fundraising Expenses	2,820.78	5,700.00	-2,879.22	49.49 %
5005.04 Mid-Hudson Library System	6,186.20	9,500.00	-3,313.80	65.12 %
5005.07 Reimbursable Fees & Expenses	15.70		15.70	
5005.09 Office Supplies	773.75	1,000.00	-226.25	77.38 %
5005.11 Equipment/Technology	353.97	1,000.00	-646.03	35.40 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.13 Bank Service Charges	103.51		103.51	
5005.131 Credit Card Fees	150.86		150.86	
Total 5005.13 Bank Service Charges	254.37		254.37	
5005.14 Advertising & Marketing	88.00	2,000.00	-1,912.00	4.40 %
5005.141 Website & Social Media	806.68		806.68	
5005.145 Printing & Reproduction	215.00		215.00	
Total 5005.14 Advertising & Marketing	1,109.68	2,000.00	-890.32	55.48 %
5005.17 Dues & Subscriptions	875.00	720.00	155.00	121.53 %
5005.80 Trustee Expenses	968.95		968.95	
Total 5005 Miscellaneous	15,744.34	32,420.00	-16,675.66	48.56 %
5005.85 Grant Expense	2,399.70		2,399.70	
ScanSnap Home	0.00		0.00	
Total Expenditures	\$236,757.13	\$623,620.00	\$ -386,862.87	37.96 %
NET OPERATING REVENUE	\$258,601.92	\$1,280.00	\$257,321.92	20,203.28 %
Other Expenditures				
5006 Expansion				
5006.01 Professional Fees				
5006.011 Skolnick	20,187.44		20,187.44	
5006.012 Legal	112.50		112.50	
Total 5006.01 Professional Fees	20,299.94		20,299.94	
Total 5006 Expansion	20,299.94		20,299.94	
Total Other Expenditures	\$20,299.94	\$0.00	\$20,299.94	0.00%
NET OTHER REVENUE	\$ -20,299.94	\$0.00	\$ -20,299.94	0.00%
NET REVENUE	\$238,301.98	\$1,280.00	\$237,021.98	18,617.34 %

DIRECTOR'S REPORT

June 24, 2025

UPCOMING CALENDAR HIGHLIGHTS

- **Thursdays, 7/10 and 7/17** - Drawing on the Right Side of the Brain with Christine Livesey
- **Saturday, 7/12** - Becoming a Bird: Creating Small Environmental Sculptures with Sarah Haviland
- **Tuesday, 7/15** - From Farms to Incubators: Women Innovators Revolutionizing How Our Food is Grown with Amy Wu and Suzanne Kelly
- **Wednesday, 7/16** - Mapping the Darkness: The Visionary Scientists Who Unlocked the Mysteries of Sleep with Kenneth Miller
- **Friday-Saturday, 7/25-7/26** - Friends Book Sale
- **Wednesday, 7/30** - The Borscht Belt: Revisiting the Remains of America's Jewish Vacationland with Marisa Scheinfeld

JULY SUMMER READING PROGRAMS FOR KIDS

Saturday, 7/12 - Plant a Rainbow Gardening Workshop

Saturday, 7/19 - The Music in You: Music Workshop with Jason Vance

Saturday, 7/26 - Express Yourself: Custom Nail Art & Shoe Charms

PROGRAMS

New partnerships are in bold and italicized.

- **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), Jake Jeppson (5/17) and Kayla Miller (5/31); Roger Phillips Concert: The Wallpapers (5/17), Artist Books Talk with Josette Lee and Pam Wright (5/19), Women are Angry Virtual Discussion with Jennifer Cox (5/28), Therapy Dog Visit (5/30)
- **Special Events in June:** Writing Workshops with Wendy Chin-Tanner (6/7), Linda Chase (6/12), Evan Hughes (6/18) and Alexis Coe (6/30 – last one!); Town of Rhinebeck Neighbors Meeting (6/3), Summer Reading Kickoff: Screenprinting! (6/8); Origami workshop with Ruby Silvius (6/21); Roger Phillips Concert: Sass & Brass (6/21)
- **Outside Groups & Partnerships:**
 - 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, Insight Meditation Sitting Group
- **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*, *Waterfall Qigong with Steven Michael Pague*

- **Suspended for the time being:**
 - Monthly Death Cafe with Elaine Guardo & Weekly pilates with Marie Russo

PATRON SERVICES

- Installed colorful new wayfinding signage and rearranged seating in children's wing; added student art on loan for a year
- Self-reporting patron survey available through June to gather data on which periodicals get used most
- "Overstory" art exhibit up June through end of August
- May exhibits: RCSD K-12 Art Show and Mental Health Awareness Month Display, featured panels honoring Wilderstein from Rhinebeck Historical Preservation Committee
- Rearranged tables, seating and book troughs in adult wing
- MHLS Road Trip materials arrived and staff trained on specifics

FUNDING/FUNDRAISING

- \$20,000 grant application from Sarahana Shrestha's office is moving to State Assembly
- Continuing to refine donations pages on website
- Working on website elements for October benefit

OUTREACH

- Beckhook Pride participants on June 22
- Trustees and Director bring book bike to Farmer's Market June 22
- Adult summer reading competition with Red Hook Library

BUILDING & GROUNDS

- Desk donated to Town Hall to create space upstairs
- Estimates gathered for tree work, fiber optic network, curb cut-out
- A pipe burst behind the outside hose spigot
 - **What Happened:**
 - The library suffered a minor flood on May 28, due to a burst pipe behind the outside hose connection near the front door. The problem was only discovered now because this was the first time the hose was used since autumn. The plumber said he had a record number of burst pipes discovered this spring because of an early cold snap that hit before many people shut off their outside water.
 - The fire department came quickly, after getting notification from our alarm company. We were closed for two hours while the building water was turned off and I tackled the mess with a wet-dry vacuum, towels,

dehumidifiers, and fans. I removed the baseboard cove molding in the areas that got wet, and have been running dehumidifiers and fans constantly since the event. I also bought a moisture meter to monitor progress in drying.

- **Extent of Damages**
 - I met with numerous service people to assess the damage, which turned out to be mostly limited to surfaces. I also met with ServPro for a mitigation estimate and with our insurance rep to lay groundwork for a claim if it was needed.
 - Red Hook Plumbing removed the damaged pipe and replaced it with silicone filling in the gap between the pipe and the stone wall.
 - The foyer carpet got wet but probably only requires cleaning.
 - Some ceiling tiles were ruined.
 - A button panel outside the elevator had to be replaced.
 - Insulation around the HVAC ducts downstairs became very wet, but water didn't get into the ducts themselves, and the service person from American Heating & Cooling didn't recommend replacing the insulation.
 - Alarm system communication panels were exposed to water, but the service person from Doyle didn't find damage.
- **Current State**
 - I need to reglue the cove molding and install replacement ceiling tiles.
 - We are not going through insurance for repairs because we have a high deductible and it seems unnecessary to rip out the walls. Everything is dry and there are low odds that there is still water trapped inside walls.

STAFF

- Michelle completed a six-month leadership program with NYLA
- Solidly positive feedback from employees during staff evaluations
- We had a productive staff meeting in June

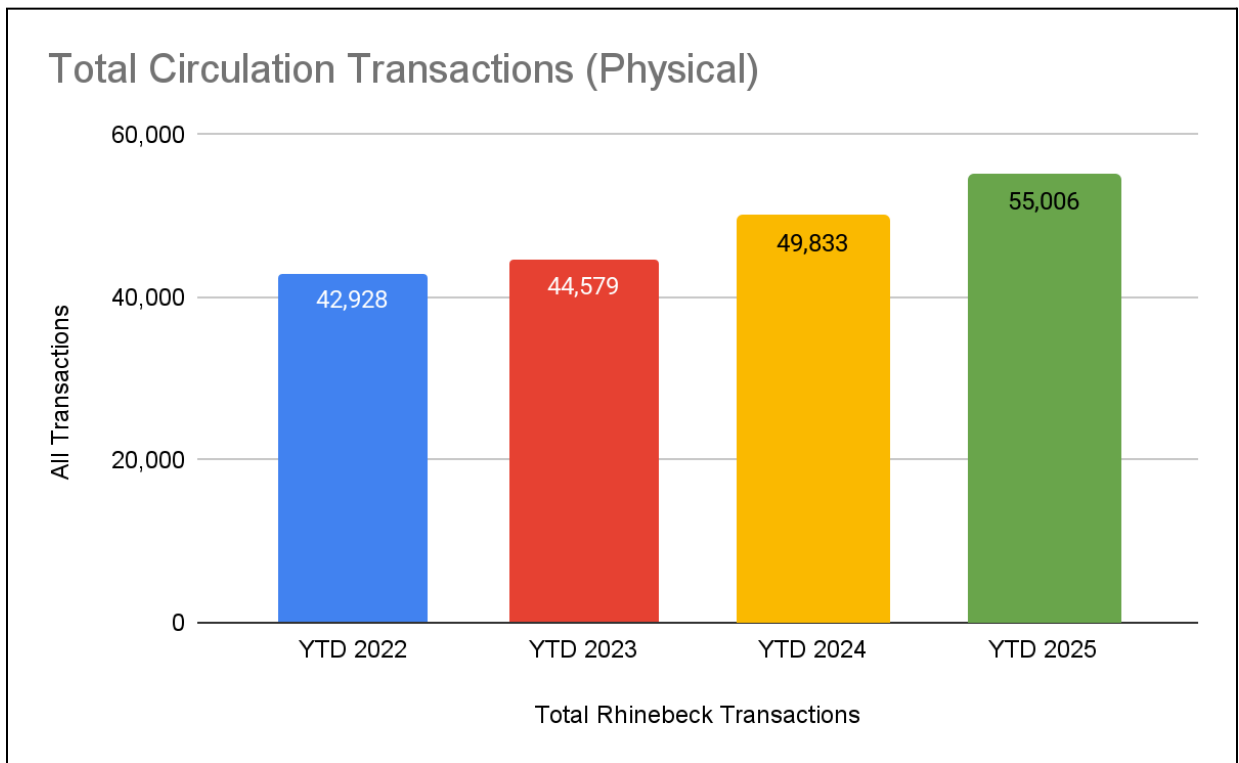
TRUSTEE PROGRAMS

- [Salaries & Benefits: Strengthening the Future of Your Library by Investing in Your Staff](#) – Wednesday, June 25, 10:00 AM Online
- [Library Advocacy Briefing](#) – Wednesday, June 25, 4:00 PM Online
- [Trustee Handbook Book Club: Recruiting & Retaining Quality Staff](#) - Tues, July 15, 5:00 - 6:30 PM Online
- [Policies 101 | MHLS Trustee Education Series](#) - Thur, July 24, 5:00 - 6:30 PM Online

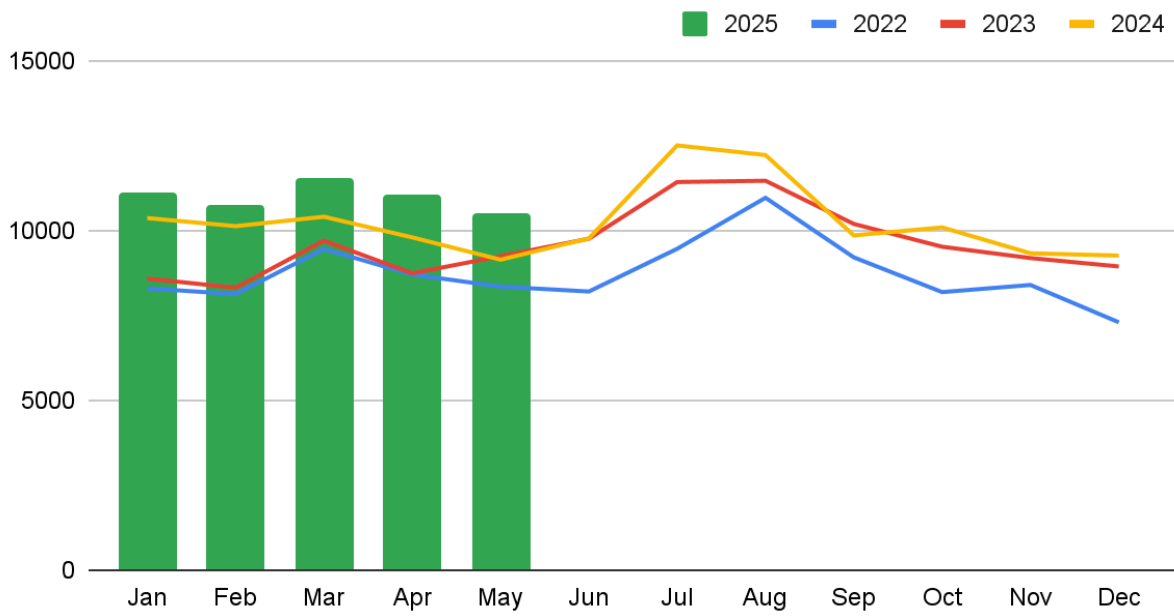
STATISTICS

Attendance	Jan	Feb	Mar	Apr	May
Adult & multi-age ongoing programs	645	587	713	1205	747
Children's/YA programs	338	264	356	418	248
Outside groups - reserved rooms	56	79	174	70	75
Total attendance*	1039	930	1243	1693	995

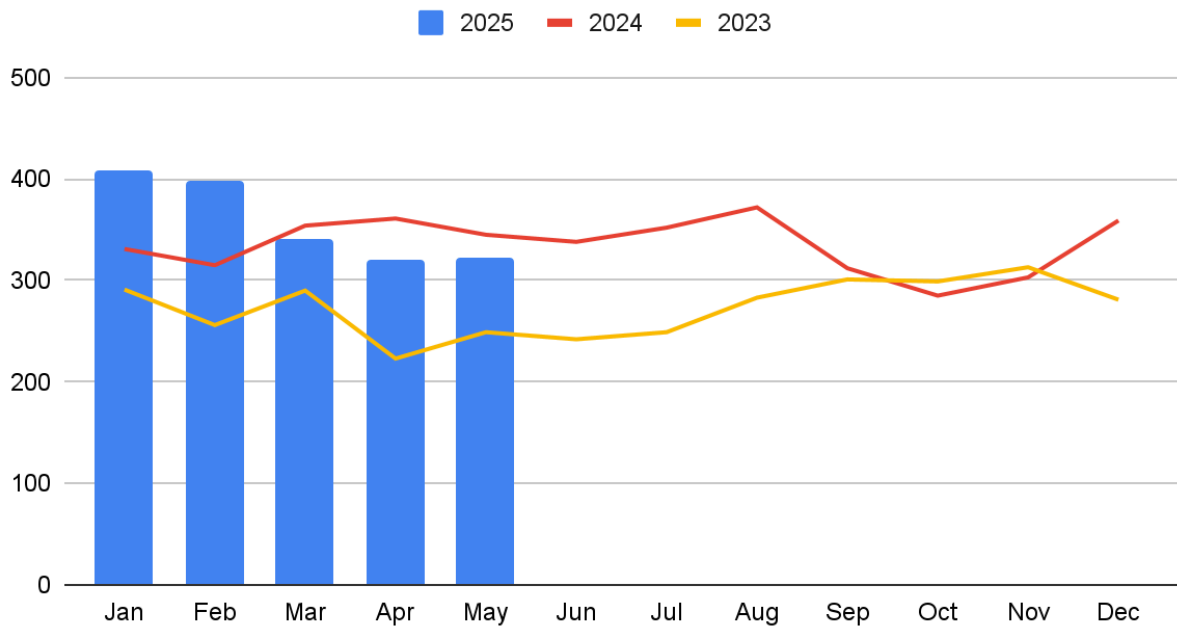
*Total attendance will not equal the sum of all rows because special events include both children's and adult or multi-age events.

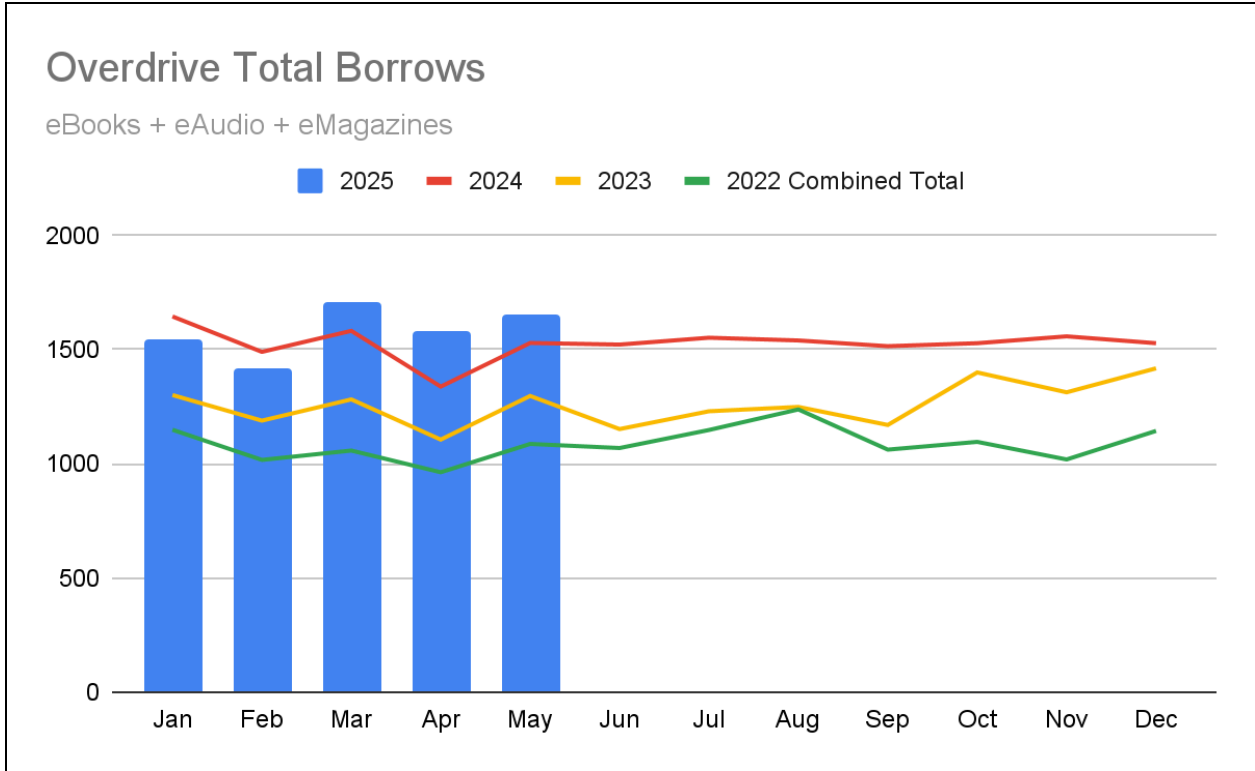


Total Monthly Circulation Transactions



Hoopla - Total Borrowos





NOMINATING COMMITTEE MEETING MINUTES

GOVERNANCE COMMITTEE MEETING MINUTES

FINANCE COMMITTEE MEETING MINUTES

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

EXPANSION COMMITTEE MEETING MINUTES

PR COMMITTEE MEETING MINUTES

FUNDRAISING COMMITTEE MEETING MINUTES

ATTACHMENTS

Starr Facility Plan 2025

Priority	Area/Item	Age	Preventative Maintenance	Notes	Responsibility	Projected
High	Rooftop Unit 1	2004	Annual Inspection	Near end of useful lifespan/ has service contract	Am. Heating Cooling	n/a
High	Rooftop Unit 2	2004	Annual Inspection	Near end of useful lifespan/ has service contract. This is the problematic unit. Added refrigerant in summer of 2024. Not keeping up with high temps.	Am. Heating Cooling	n/a
High	Rooftop Unit 3	2004	Annual Inspection	Near end of useful lifespan/ has service contract	Am. Heating Cooling	n/a
High	Parking Lot	2004	Regular Inspection	Need to move ADA spaces, pave over grassy areas for additional spaces, repaint lines. Patched rear ADA spaces 2023.	Director	n/a
High	Sidewalks	2004	Regular Inspection	2024 grinding and painting of curb, added ADA rubber pad &	Director	n/a
High	Trees		Regular Inspection	Took down 4 dying trees in 2023. 2025: Locust at corner of grove is a risk; crabapple needs removal and replacement (star magnolia?). Need pruning all around.	Director	
High	Internet System			Upgrade to lit fiber. 2025: get estimates from Arch Fiber	Director	
High	Paint - interior			Add color to kids' and teens' areas above bookshelves		
High	Lighting - interior			Replace fixtures in kids' area		
Med	Flooring/Carpeting upstairs	2004	Monthly Inspection	Worn in many spots - would be nice to update with carpet tiles	Director	n/a
Med	Septic	1975	Pump approx every 5 years	Not big enough. Pumped 2025. Next pumping 4/26 to measure a year's usage.	Director	n/a
Med	Plumbing	2004	Regular Inspection	Waste pipes are too small. Replaced one upstairs toilet in 2023	Director/Plumber	n/a
Med	Phone System			Switch to VOIP when we get lit fiber?	Director	
Med	Wall A/C Units Downstairs	2005		inefficient and loud. One unit seemed to die Spring 2024 but replaced circuit and now seems ok. Hoping to avoid replacing until expansion.	Director	
Med	Drainage			Poor drainage patterns around foundation of 2005 section and near dumpster	Director	
Med	Lawn			Pooling of mud/water/ice near north wall and around parking	Director/C&S	
Med	Paint - exterior			Trim on 1976 needs repainting		
Low	Roof- 2004 Wing	2004	Annual Inspection	Drains checked regularly by custodian, leak repaired summer 2023 (A/C related)	Director/Custodian	n/a
Low	Roof- 1975 Portion	2004	Annual Inspection	Leaks repaired summer 2022, should install covered gutters	Director	n/a
Low	Chimneys (Decorative)	1975	Annual Inspection	Repointed summer 2022	Director	n/a
Low	Windows	2004	Annual Inspection	Need cleaning	Director	n/a
Low	Doors-Upstairs	2004	Annual Inspection	Front Door replaced summer 2022	Director	n/a
Low	Doors-Downstairs	2017	Annual Inspection	Replaced recently (2019?)	Director	n/a
Low	Outdoor Lighting	2004	Annual Inspection	All outdoor lamps replaced 2021 or 2022, emergency lights	Director	n/a
Low	Fire Sensor System	2004	Annual Inspection	Replaced 2020	Director	n/a
Low	Elevator	2004	Annual Inspection	Annual inspection/ has service contract. May switch providers after contract expires in Oct 2026	Schindler	n/a
Low	Flooring downstairs	2015	Regular Inspection	Replaced 2015, gets refinished EOY, completed spring 2024	Director	n/a
Low	Propane Tank (1000G)	2005	n/a		Director	n/a
Low	Electrical System	2004	as needed	Need mapping and testing of circuit breakers. Repaired outdoor	Director/Electrician	n/a

Starr Library

LIBRARY CARD POLICY, TERMS AND CONDITIONS

Purpose

A library card grants you free access to a wide array of resources and services, including borrowing books, movies, and other materials, as well as accessing online resources like e-books and databases. To insure fair and equitable access to the materials and information in the Library's collection, Starr Library sets policies for length of loan periods, renewals, reserves, and fees. Starr Library determines which materials may be borrowed and who is eligible to borrow them and reserves the right to modify privileges from time to time for all borrowers.

Starr Library issues library cards under the following guidelines:

1. Residents within the Mid-Hudson Library System service area

- a. Any individual who lives, owns property or attends school in the Village or Town of Rhinebeck is eligible to receive a Starr Library card free of charge. This card will provide access to all of the collections, programs, and services provided by the library including all online services such as databases, ebooks, and premium digital and streaming services.
- b. Any individual who resides in the MHLS service area and does not already have a valid card; however, this card will not provide access to any premium digital or streaming services.

Patrons are expected to carry and present their card when using library services. However, patrons may use a photo ID that bears the address that matches the address in their online record maintained by the library. Use of a library card is non-transferable. The Library will merge or delete the records of any user found to have multiple active cards.

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the library. Parents/guardians of minors (patrons under the age of 18) are responsible for materials borrowed on the card of their children.

Eligibility Requirements

1. When applying for a library card in person, or providing proof of identity to receive a library card from the online registration process, proof must be provided that the applicant lives or pays taxes in the Village or Town of Rhinebeck. Patrons from other libraries will still need to provide acceptable proof of ID and address. A valid government-issued photo ID must be provided along with one piece of current first-class mail.

Below are listed acceptable forms of proof of ID and address:

- Current driver license
- Passport
- College or university photo ID card
- Professional, vocational or union photo ID
- Armed Services photo ID card
- Alien Registration photo ID card
- Medicare/Medicaid card
- Rent bill or lease agreement
- Tax bill or receipt
- Statement from a homeless shelter
- Bank statement/checkbook
- Cable, phone or utility bill
- Any piece of first-class mail delivered by the U.S. Postal Service

2. Minors under the age of 18 must have their application signed by a parent or guardian, who can provide the above identification on their behalf. Parents/guardians are responsible for lost or damaged materials borrowed by their children.
3. Post office boxes are accepted as mailing addresses, but proof of residence is still required.
4. Any of the above proofs of address must be dated within the last 3 months, as indicated by the postmark or date of printed e-bill.
5. Cardholders are required to report change of name or address information promptly.
6. Starr Library cards are set to expire every 3 years in order to ensure all contact information is up to date.

Temporary Cards

Individuals who are temporarily residing in Rhinebeck (e.g., summer residents, college students, seasonal employees) and whose permanent residences are not within the Mid-Hudson Library System, may be issued a temporary library card if they will reside in the Rhinebeck service area for at least two months (or less at the discretion of the Director). The temporary card is identical in appearance to the traditional library card with three important distinctions:

- The patron must provide both their temporary address and a permanent address.
- The card issued will have an expiration date that coincides with the end date of their residency status. Non-resident student cards will expire at the end of each academic year.
- Patrons will be limited to checking out five items at a time.

Online Registration

Individuals may apply for a Library Card online through our library website or the Mid-Hudson Library System website.

The following conditions apply to Online Library Card registrations:

- Library cards issued through online registration provide access to digital resources such as Overdrive materials and databases.
- Library cards issued through online registration must be verified in person within thirty (30) days of registration.
- Individuals must provide a photo ID and proof of residence (as indicated above) to obtain a permanent library card.

Organizational Borrowers

1. Cards of this type are only available to organizations located in the Village or Town of Rhinebeck.
2. In order to receive an organizational borrower's card, a brief letter of request must be submitted along with a completed application form. The authorized person who signs the application form must show identification and his/her name will be added to the record alongside the name of the organization. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
3. Only one card will be issued to any organization.
4. If the card is lost, or the organization has a change of address or phone number, the library must be notified immediately.
5. All regulations of the Starr Library apply to the organizational borrower's card.

Homebound/Extension Services

The Starr at Home program is for individuals who can use regular library materials, but are unable to leave their homes due to a temporary or permanent disability. Applications are available at the library or by calling (845) 876-4030.

Linking Library Accounts

Applicants for a library card are given the option to "link" their record to another patron. This service allows for increased ease of navigation between cardholders belonging to the same family or household. Note that linking patron records is solely intended to expedite circulation transactions by allowing for quick navigation between one linked account and the next.

Linking records does not give a patron the ability to view (other than a parent/guardian of a minor), request or borrow items on a card belonging to a patron to whom they are linked.

(Adapted from Poughkeepsie Public Library District)