

# July 2025 Board Materials Packet

## AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

NOTICE OF MEETING  
Thursday, July 24, 2025, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from June 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. Library Card Policy - second reading
13. New Business
  - A. Videoconferencing Policy - first reading
  - B. (Library Bill of Rights - first reading or even approval)
14. Public Comment Period
15. Adjournment
16. Executive Session

Next Meeting: August 28, 5:30 PM

# **PRIOR MEETING MINUTES FOR APPROVAL**

## **SUBJECT TO REVIEW AND APPROVAL**

### ***STARR LIBRARY BOARD OF TRUSTEES***

***68 WEST MARKET STREET***

***RHINEBECK, NY 12572***

***NOTICE OF MEETING Thursday, June 26, 2025, 5:30 PM***

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

- 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

Jaclyn introduced Kathy Nissenbaum and Dara Roberts, both active Mahjong players. Kathy and Dara said they very much appreciated the adult programming.

- III. Minutes from the May meeting: Valerie noted that there were no comments on the draft minutes previously distributed to the Trustees. 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 May. 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 and noted that the money market account had been opened. A discussion ensued among the Trustees, 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 further noted that in future board meetings he will be providing more detailed information on Starr's bills.

- 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 upcoming July programs were highlighted in her report, including children's reading programs. Jaclyn further reported on fundraising initiatives, including the \$20,000 grant application from Sarahana Shrestha's office. Jaclyn also led a discussion about the summer reading competition with the Red Hook Library for book reading from June 30<sup>th</sup> to August 16<sup>th</sup>.

Jaclyn then reported on various buildings and grounds matters, including a burst pipe which caused a minor flood in the library. Due to Jaclyn's great efforts, the damage seems to be minimal. She is continuing to evaluate the impact of the flood. The Trustees were duly appreciative of Jaclyn's quick and fulsome response to what could have been a much more serious problem for the Library. Jaclyn also noted Mid-Hudson's request for a trustee from each library to serve as an advocacy ambassador. A discussion ensued among the Trustees, and all questions asked were appropriately answered. Jaclyn also shared progress being made to reshape the Children's area of the library as solely a children's area. Lastly, Jaclyn noted positive comments received from the Library staff about their respective work experiences.

Statistics for the month of May were included in the Director's Report.

A further 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 on July 25<sup>th</sup> and 26<sup>th</sup>. He said there were many books focused on interior design, in addition to fiction.

#### VII. Claims and Warrants

Andrew presented the report to the Board. The Trustees reviewed a list of the bills covered by the report. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.

#### VIII. Committee Reports

Fundraising Committee: The Trustees discussed the Annual Event, including certain donations received for an enhanced auction.

Public Relations/Communications Committee had no update.

Concert Committee: Jaclyn reported that the last concert had over 100 guests and was very well received.

Finance Committee had no update.

Building & Grounds Committee: Al reported on the improvements to the Children's Library and noted the helpful assistance of Laura Charles and Laura Selicaró. He also noted that Jaclyn was in the process of obtaining bids on changes to the HVAC system and providing a curb cut in the front of the Library for easier access. She had obtained an estimate for tree pruning which had been previously provided to the Trustees. A discussion ensued among the Trustees, and all questions asked were appropriately answered. The Trustees then approved the expenditure of funds for the tree pruning.

#### IX. Correspondence

No correspondence was noted at the meeting.

X. Old Business

Eve noted that the Patron Confidentiality Policy (a copy of which had been previously provided to the Trustees) had been discussed at the prior Board of Trustee's meeting. The Trustees did not have any comments. A motion was made to approve such policy, which motion was seconded and unanimously approved.

Jaclyn then provided the Trustees with a report on discussions with Skolnick to date and materials received. A discussion ensued among the Trustees, and all questions asked were appropriately answered. The Trustees agreed to focus their near-term efforts on the fundraising initiatives.

XI. New Business

Jaclyn discussed the "State Aid for Library Construction" grant, administered by MHLS and the New York State Library, as a potential funding source for HVAC upgrades. She explained that the grant requires a prioritized board-approved Facilities Plan, which the Buildings & Grounds Committee is currently developing. However, she noted that if Starr Library pursued this particular grant for the HVAC project, it is unlikely MHLS would advance the application due to other specific eligibility requirements. Jaclyn also reported that she is exploring alternative funding opportunities through another New York State program and is in the process of obtaining quotes for several types of HVAC upgrades. A discussion ensued among the Trustees, and all questions asked were appropriately answered. Jaclyn noted the previous discussion on the proposed tree work. She also updated the Trustees on the possibility of obtaining a fiber internet connection for the building which would increase the level and speed of internet service at a reduced cost. A discussion ensued among the Trustees, including on the length of a contract, and all questions asked were appropriately answered. Jaclyn then discussed the Library Card Policy, Terms and Conditions 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

Ms. Nissenbaum and Ms. Roberts again mentioned their appreciation of the adult programming. They asked questions related to the movement of the Mahjong games from the Children's Library to a different location. Eve provided background on the need to move the location of the games and the Library's continuing focus on upgrading the Children's Library as a space for children and young adults.

XIII. Adjournment

There being no other business to conduct, a motion was made to adjourn, which motion was seconded and unanimously approved at 7:00 p.m. Next Meeting Date: July 24, 2025 at 5:30 p.m.

# TREASURER'S REPORT

## INCOME VS. EXPENSES

### Statement of Activity

Starr Library

June 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4005 Restricted Grants	0
4005.01 Friends of Starr Library	0
4005.011 Print Books	10,000.00
4005.012 Summer Reading	2,500.00
4005.017 Water	500.00
<b>Total for 4005.01 Friends of Starr Library</b>	<b>\$13,000.00</b>
4005.05 Roger Phillips Concerts	226.00
<b>Total for 4005 Restricted Grants</b>	<b>\$13,226.00</b>
4006 Unrestricted Grants & Donations	0
4006.01 Annual Appeal	297.98
4006.02 Unsolicited Donations	3,362.04
<b>Total for 4006 Unrestricted Grants &amp; Donations</b>	<b>\$3,660.02</b>
4007 Programs	0
4007.01 Friends' Book & Art Sales	44.97
4007.03 Program Book Sales	112.97
4007.04 Other Merchandise	155.00
4007.06 Coffee & Tea Services	9.36
4007.08 Copy Fees	179.75
<b>Total for 4007 Programs</b>	<b>\$502.05</b>
4008 Library Charges	0
4008.01 Fines (Other Libraries)	16.40
4008.02 Lost Book Fees	391.51
4008.03 Square Revenue	262.22
<b>Total for 4008 Library Charges</b>	<b>\$670.13</b>
4009 Interest & Dividends	0
4009.01 Operating Account	8.81
4009.03 CD or Money Market Interest	154.11
<b>Total for 4009 Interest &amp; Dividends</b>	<b>\$162.92</b>
4500.07 Transfer from MM to Checking (deleted)	50,000.00
4500.09 Transfer from checking to money market	-230,000.00
<b>Total for Income</b>	<b>-\$161,778.88</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>-\$161,778.88</b>

# Statement of Activity

Starr Library

June 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Expenses	
5001 Staff Expenses	0
5001.01 Net Salary & Wages	27,910.09
5001.02 Employee Benefits	0
5001.021 Health Insurance	4,594.11
<b>Total for 5001.02 Employee Benefits</b>	<b>\$4,594.11</b>
5001.04 Other Staff Expenses	0
5001.038 Payroll Administrative Fees	362.31
5001.043 Worker's Comp Insurance	112.22
<b>Total for 5001.04 Other Staff Expenses</b>	<b>\$474.53</b>
<b>Total for 5001 Staff Expenses</b>	<b>\$32,978.73</b>
5002 Collection Expenses	0
5002.01 Print	0
5002.011 Books	0
5002.0111 Un-sponsored	1,643.89
5002.0112 Sponsored.	797.02
5002.0114 Large Print Sponsored	549.02
5002.0117 Collection Supplies	478.51
<b>Total for 5002.011 Books</b>	<b>\$3,468.44</b>
5002.012 Periodicals	0
5002.0121 Un-sponsored	672.47
<b>Total for 5002.012 Periodicals</b>	<b>\$672.47</b>
<b>Total for 5002.01 Print</b>	<b>\$4,140.91</b>
5002.02 Electronic	0
5002.021 Un-sponsored	954.70
5002.022 Sponsored	1,655.03
<b>Total for 5002.02 Electronic</b>	<b>\$2,609.73</b>
<b>Total for 5002 Collection Expenses</b>	<b>\$6,750.64</b>
5004 Building & Equipment	0
5004.01 B&E Repairs	1,866.00
5004.030 Utilities	0
5004.031 Electric	1,341.38
5004.039 Telecommunications	348.14
<b>Total for 5004.030 Utilities</b>	<b>\$1,689.52</b>
5004.04 Commercial Insurance	0
5004.041 Package	-792.14
<b>Total for 5004.04 Commercial Insurance</b>	<b>-\$792.14</b>

## Statement of Activity

Starr Library  
June 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
5004.09 Other B&E Expenses	0
5004.091 Security	330.79
5004.092 Trash	145.86
5004.093 Janitor	1,550.00
5004.095 Lawn	340.00
5004.096 Elevator	1,852.92
5004.099 Building Supplies	36.97
<b>Total for 5004.09 Other B&amp;E Expenses</b>	<b>\$4,256.54</b>
<b>Total for 5004 Building &amp; Equipment</b>	<b>\$7,019.92</b>
5005 Miscellaneous	0
5005.01 Program Expenses	\$112.80
5005.011 Author & Presenter Fees	1,294.00
5005.012 Supplies & Refreshments	214.30
5005.014 Water	0
5005.0141 Sponsored	78.08
<b>Total for 5005.014 Water</b>	<b>\$78.08</b>
<b>Total for 5005.01 Program Expenses</b>	<b>\$1,699.18</b>
5005.03 Fundraising Expenses	0
5005.034 Other Fundraising Expenses	0
5005.0341 Bloomerang Fees	297.98
5005.0343 Square Fees	12.83
<b>Total for 5005.034 Other Fundraising Expenses</b>	<b>\$310.81</b>
<b>Total for 5005.03 Fundraising Expenses</b>	<b>\$310.81</b>
5005.07 Reimbursable Fees & Expenses	20.00
5005.09 Office Supplies	161.00
5005.14 Advertising & Marketing	0
5005.141 Website & Social Media	35.00
5005.145 Printing & Reproduction	257.71
<b>Total for 5005.14 Advertising &amp; Marketing</b>	<b>\$292.71</b>
5005.17 Dues & Subscriptions	29.99
<b>Total for 5005 Miscellaneous</b>	<b>\$2,513.69</b>
ScanSnap Home	
<b>Total for Expenses</b>	<b>\$49,262.98</b>
<b>Net Operating Income</b>	<b>-\$211,041.86</b>
Other Income	

## Statement of Activity

Starr Library

June 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Expenses	
5006 Expansion	0
5006.01 Professional Fees	0
5006.011 Skolnick	5,018.51
<b>Total for 5006.01 Professional Fees</b>	<b>\$5,018.51</b>
<b>Total for 5006 Expansion</b>	<b>\$5,018.51</b>
<b>Total for Other Expenses</b>	<b>\$5,018.51</b>
<b>Net Other Income</b>	<b>-\$5,018.51</b>
<b>Net Income</b>	<b>-\$216,060.37</b>



## BUDGET VS. ACTUAL

### Starr Library

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

January - June, 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 %
<b>Total 4001 Local Public Funds</b>	<b>464,800.00</b>	<b>464,800.00</b>	<b>0.00</b>	<b>100.00 %</b>
4002 MHLS Cash Grants				
4002.01 Local Library Services Aid		2,100.00	-2,100.00	
<b>Total 4002 MHLS Cash Grants</b>		<b>2,100.00</b>	<b>-2,100.00</b>	
4005 Restricted Grants				
4005.01 Friends of Starr Library		25,000.00	-25,000.00	
4005.011 Print Books	20,000.00		20,000.00	
4005.012 Summer Reading	2,500.00		2,500.00	
4005.014 Large Print Books	1,500.00		1,500.00	
4005.015 Museum Passes	1,000.00		1,000.00	
4005.017 Water	500.00		500.00	
<b>Total 4005.01 Friends of Starr Library</b>	<b>25,500.00</b>	<b>25,000.00</b>	<b>500.00</b>	<b>102.00 %</b>
4005.03 Arts Mid-Hudson	300.00		300.00	
4005.05 Roger Phillips Concerts	588.00		588.00	
4005.11 Sponsored	200.00		200.00	
4005.80 Other Restricted Grants		0.00	0.00	
<b>Total 4005 Restricted Grants</b>	<b>26,588.00</b>	<b>25,000.00</b>	<b>1,588.00</b>	<b>106.35 %</b>
4006 Unrestricted Grants & Donations	101.05		101.05	
4006.01 Annual Appeal	5,812.48	55,000.00	-49,187.52	10.57 %
4006.02 Unsolicited Donations	11,945.67	15,000.00	-3,054.33	79.64 %
<b>Total 4006 Unrestricted Grants &amp; Donations</b>	<b>17,859.20</b>	<b>70,000.00</b>	<b>-52,140.80</b>	<b>25.51 %</b>
4007 Programs		3,000.00	-3,000.00	
4007.01 Friends' Book & Art Sales	94.97		94.97	
4007.03 Program Book Sales	541.84		541.84	
4007.04 Other Merchandise	341.00		341.00	
4007.05 Art Sales	865.21		865.21	
4007.06 Coffee & Tea Services	36.54		36.54	
4007.07 Room Rentals	180.00		180.00	
4007.08 Copy Fees	1,553.53		1,553.53	
<b>Total 4007 Programs</b>	<b>3,613.09</b>	<b>3,000.00</b>	<b>613.09</b>	<b>120.44 %</b>
4008 Library Charges		2,000.00	-2,000.00	
4008.01 Fines (Other Libraries)	54.39		54.39	
4008.02 Lost Book Fees	1,107.25		1,107.25	
4008.03 Square Revenue	-379.24		-379.24	
<b>Total 4008 Library Charges</b>	<b>782.40</b>	<b>2,000.00</b>	<b>-1,217.60</b>	<b>39.12 %</b>
4009 Interest & Dividends	44.31		44.31	
4009.01 Operating Account	186.02		186.02	
4009.02 Expansion Account	64.51		64.51	
4009.03 CD or Money Market Interest	154.11	2,000.00	-1,845.89	7.71 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 4009 Interest &amp; Dividends</b>	<b>448.95</b>	<b>2,000.00</b>	<b>-1,551.05</b>	<b>22.45 %</b>
4010 Distributions from Endowment				
4500.03 Endowment Draw - Yearly		56,000.00	-56,000.00	
4500.05 Endowment Draw - Special		0.00	0.00	
<b>Total 4010 Distributions from Endowment</b>		<b>56,000.00</b>	<b>-56,000.00</b>	
4500.07 Transfer from MM to Checking (deleted)	50,000.00		50,000.00	
4500.09 Transfer from checking to money market	-230,000.00		-230,000.00	
<b>Total Revenue</b>	<b>\$334,091.64</b>	<b>\$624,900.00</b>	<b>\$ -290,808.36</b>	<b>53.46 %</b>
<b>GROSS PROFIT</b>	<b>\$334,091.64</b>	<b>\$624,900.00</b>	<b>\$ -290,808.36</b>	<b>53.46 %</b>
Expenditures				
5001 Staff Expenses				
5001.01 Net Salary & Wages	169,517.20	382,148.00	-212,630.80	44.36 %
5001.02 Employee Benefits				
5001.021 Health Insurance	25,378.36	48,852.00	-23,473.64	51.95 %
<b>Total 5001.02 Employee Benefits</b>	<b>25,378.36</b>	<b>48,852.00</b>	<b>-23,473.64</b>	<b>51.95 %</b>
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	2,311.93		2,311.93	
5001.041 Disability/Family Leave Insurance	1,502.25		1,502.25	
5001.043 Worker's Comp Insurance	737.77		737.77	
5001.048 Travel & Training	2,346.58	5,500.00	-3,153.42	42.67 %
5001.049 Staff Appreciation	98.48		98.48	
<b>Total 5001.04 Other Staff Expenses</b>	<b>6,997.01</b>	<b>10,500.00</b>	<b>-3,502.99</b>	<b>66.64 %</b>
<b>Total 5001 Staff Expenses</b>	<b>207,081.49</b>	<b>441,500.00</b>	<b>-234,418.51</b>	<b>46.90 %</b>
5002 Collection Expenses				
5002.01 Print				
5002.011 Books		29,000.00	-29,000.00	
5002.0111 Un-sponsored	1,643.89		1,643.89	
5002.0112 Sponsored.	10,000.70		10,000.70	
5002.0114 Large Print Sponsored	1,124.87		1,124.87	
5002.0117 Collection Supplies	1,747.42	2,000.00	-252.58	87.37 %
<b>Total 5002.011 Books</b>	<b>14,516.88</b>	<b>31,000.00</b>	<b>-16,483.12</b>	<b>46.83 %</b>
5002.012 Periodicals		6,500.00	-6,500.00	
5002.0121 Un-sponsored	2,515.01		2,515.01	
5002.0122 Sponsored	49.95		49.95	
<b>Total 5002.012 Periodicals</b>	<b>2,564.96</b>	<b>6,500.00</b>	<b>-3,935.04</b>	<b>39.46 %</b>
<b>Total 5002.01 Print</b>	<b>17,081.84</b>	<b>37,500.00</b>	<b>-20,418.16</b>	<b>45.55 %</b>
5002.02 Electronic		25,000.00	-25,000.00	
5002.021 Un-sponsored	954.70		954.70	
5002.022 Sponsored	8,943.96		8,943.96	
<b>Total 5002.02 Electronic</b>	<b>9,898.66</b>	<b>25,000.00</b>	<b>-15,101.34</b>	<b>39.59 %</b>
5002.03 Other		1,200.00	-1,200.00	
5002.032 Museum Passes	250.00		250.00	
5002.0322 Sponsored	472.00		472.00	
<b>Total 5002.032 Museum Passes</b>	<b>722.00</b>		<b>722.00</b>	
5002.033 Games & Toys				
5002.0331 Sponsored	43.20		43.20	



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5002.033 Games &amp; Toys</b>	<b>43.20</b>		<b>43.20</b>	
<b>Total 5002.03 Other</b>	<b>765.20</b>	<b>1,200.00</b>	<b>-434.80</b>	<b>63.77 %</b>
<b>Total 5002 Collection Expenses</b>	<b>27,745.70</b>	<b>63,700.00</b>	<b>-35,954.30</b>	<b>43.56 %</b>
5004 Building & Equipment				
5004.01 B&E Repairs	3,140.81		3,140.81	
5004.011 Paid from Local Public Funds		10,000.00	-10,000.00	
<b>Total 5004.01 B&amp;E Repairs</b>	<b>3,140.81</b>	<b>10,000.00</b>	<b>-6,859.19</b>	<b>31.41 %</b>
5004.030 Utilities		26,750.00	-26,750.00	
5004.031 Electric	5,470.39		5,470.39	
5004.032 Propane	3,046.03		3,046.03	
5004.033 Water	294.00		294.00	
5004.039 Telecommunications	1,480.30		1,480.30	
<b>Total 5004.030 Utilities</b>	<b>10,290.72</b>	<b>26,750.00</b>	<b>-16,459.28</b>	<b>38.47 %</b>
5004.04 Commercial Insurance		13,000.00	-13,000.00	
5004.041 Package	1,331.86		1,331.86	
5004.042 Auto	113.00		113.00	
5004.043 Umbrella	612.00		612.00	
<b>Total 5004.04 Commercial Insurance</b>	<b>2,056.86</b>	<b>13,000.00</b>	<b>-10,943.14</b>	<b>15.82 %</b>
5004.09 Other B&E Expenses		35,000.00	-35,000.00	
5004.091 Security	2,078.07		2,078.07	
5004.092 Trash	729.30		729.30	
5004.093 Janitor	7,550.00		7,550.00	
5004.094 Snow Removal	1,965.99		1,965.99	
5004.095 Lawn	2,073.29		2,073.29	
5004.096 Elevator	4,643.88		4,643.88	
5004.099 Building Supplies	645.53	1,250.00	-604.47	51.64 %
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>19,686.06</b>	<b>36,250.00</b>	<b>-16,563.94</b>	<b>54.31 %</b>
<b>Total 5004 Building &amp; Equipment</b>	<b>35,174.45</b>	<b>86,000.00</b>	<b>-50,825.55</b>	<b>40.90 %</b>
5005 Miscellaneous				
5005.01 Program Expenses	112.80		112.80	
5005.011 Author & Presenter Fees	2,444.00	6,000.00	-3,556.00	40.73 %
5005.012 Supplies & Refreshments	999.31	1,500.00	-500.69	66.62 %
5005.014 Water		1,000.00	-1,000.00	
5005.0141 Sponsored	432.42		432.42	
5005.0142 Un-sponsored	54.90		54.90	
<b>Total 5005.014 Water</b>	<b>487.32</b>	<b>1,000.00</b>	<b>-512.68</b>	<b>48.73 %</b>
<b>Total 5005.01 Program Expenses</b>	<b>4,043.43</b>	<b>8,500.00</b>	<b>-4,456.57</b>	<b>47.57 %</b>
5005.02 Professional Fees		4,000.00	-4,000.00	
5005.021 Accounting				
5005.022 Legal	187.50		187.50	
5005.023 Bookkeeping	204.19		204.19	
<b>Total 5005.02 Professional Fees</b>	<b>391.69</b>	<b>4,000.00</b>	<b>-3,608.31</b>	<b>9.79 %</b>
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	2,744.21		2,744.21	
5005.0342 Postage	146.00		146.00	
5005.0343 Square Fees	107.85		107.85	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5005.034 Other Fundraising Expenses</b>	<b>2,998.06</b>	<b>3,700.00</b>	<b>-701.94</b>	<b>81.03 %</b>
<b>Total 5005.03 Fundraising Expenses</b>	<b>3,144.06</b>	<b>5,700.00</b>	<b>-2,555.94</b>	<b>55.16 %</b>
5005.04 Mid-Hudson Library System	6,186.20	9,500.00	-3,313.80	65.12 %
5005.07 Reimbursable Fees & Expenses	35.70		35.70	
5005.09 Office Supplies	934.75	1,000.00	-65.25	93.48 %
5005.11 Equipment/Technology	353.97	1,000.00	-646.03	35.40 %
5005.13 Bank Service Charges	105.53		105.53	
5005.131 Credit Card Fees	150.86		150.86	
<b>Total 5005.13 Bank Service Charges</b>	<b>256.39</b>		<b>256.39</b>	
5005.14 Advertising & Marketing	88.00	2,000.00	-1,912.00	4.40 %
5005.141 Website & Social Media	850.68		850.68	
5005.145 Printing & Reproduction	504.71		504.71	
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>1,443.39</b>	<b>2,000.00</b>	<b>-556.61</b>	<b>72.17 %</b>
5005.17 Dues & Subscriptions	1,029.99	720.00	309.99	143.05 %
5005.80 Trustee Expenses	968.95		968.95	
<b>Total 5005 Miscellaneous</b>	<b>18,788.52</b>	<b>32,420.00</b>	<b>-13,631.48</b>	<b>57.95 %</b>
5005.85 Grant Expense	2,399.70		2,399.70	
ScanSnap Home	0.00		0.00	
<b>Total Expenditures</b>	<b>\$291,189.86</b>	<b>\$623,620.00</b>	<b>\$ -332,430.14</b>	<b>46.69 %</b>
NET OPERATING REVENUE	<b>\$42,901.78</b>	<b>\$1,280.00</b>	<b>\$41,621.78</b>	<b>3,351.70 %</b>
Other Expenditures				
5006 Expansion				
5006.01 Professional Fees				
5006.011 Skolnick	25,205.95		25,205.95	
5006.012 Legal	112.50		112.50	
<b>Total 5006.01 Professional Fees</b>	<b>25,318.45</b>		<b>25,318.45</b>	
<b>Total 5006 Expansion</b>	<b>25,318.45</b>		<b>25,318.45</b>	
<b>Total Other Expenditures</b>	<b>\$25,318.45</b>	<b>\$0.00</b>	<b>\$25,318.45</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -25,318.45</b>	<b>\$0.00</b>	<b>\$ -25,318.45</b>	<b>0.00%</b>
NET REVENUE	<b>\$17,583.33</b>	<b>\$1,280.00</b>	<b>\$16,303.33</b>	<b>1,373.70 %</b>

# DIRECTOR'S REPORT

July 24, 2025

## UPCOMING CALENDAR HIGHLIGHTS

- **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
- **Thursday, 9/11** - Susan Dominus on The Family Dynamic: A Journey Into the Mystery of Sibling Success

## SUMMER READING PROGRAMS FOR KIDS

- **Saturday, 7/26** - Express Yourself: Custom Nail Art & Shoe Charms (Upstairs in Children's Wing)
- **Saturday, 8/2** - Dance from Around the World: Dance Workshop

## PROGRAMS

Highlights since last meeting.

- **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)
- **Special Events in July and August:** From Farms to Incubators: Women Revolutionizing Agriculture (7/15), Mapping the Darkness: The Visionary Scientists Who Unlocked the Mysteries of Sleep with Kenneth Miller (7/16), Roger Phillips Concert Series Hudson Organ Trio (7/19), The Borscht Belt (7/30), Cooking Club, Movies Under the Starrs, Rhinebeck Legion Band (8/12).
- **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

## PATRON SERVICES

- Campers are back for daily visits from down the hill!

## OUTREACH

- **Memorials:** We had two requests to use the library for memorials. One was for Marge Crescenzo, who lived here for a time and was a lifelong library advocate. The second is for Thea Kosar, a longtime daily library user, who passed away last month. Rhinebeck @ Home is organizing a memorial that will take place downstairs in our Community Room on August 6th. This is not a public-facing event on our calendar, and the invitation will come from R@H. Any community members are welcome to attend to offer a story in remembrance of Thea. Potluck.
- **Oblong Books:** We have a new structure for our partnership with Oblong Books. Rather than picking up physical copies of books to sell at each event, we now have a dedicated page on the Oblong website where patrons can purchase copies of books by authors we're hosting at the library. This page is linked on the Adult Programs page of our website, and will also be included in the relevant event listings.

## BUILDING & GROUNDS

- Waiting for tree work. We also had emergency tree work on 7/3 after a big storm.
- Waiting for optic network next steps and curb cut-out pricing.
- Kenn (custodian) repaired the walls and replaced ceiling tiles (post-flood), repainted curb, and removed the glass case in the basement hall.
- Brooke, Michelle and I had an after-hours organizing party to start doing a deep dive into some of the problem areas upstairs.

## STAFF

- **SYEP/Red Hook Community Center:** Michelle interviewed candidates for summer positions on July 11th. We'll be hiring two high school students through the Summer Youth Employment Program (SYEP), which covers each student's wages for up to 20 hrs/wk through the end of August.

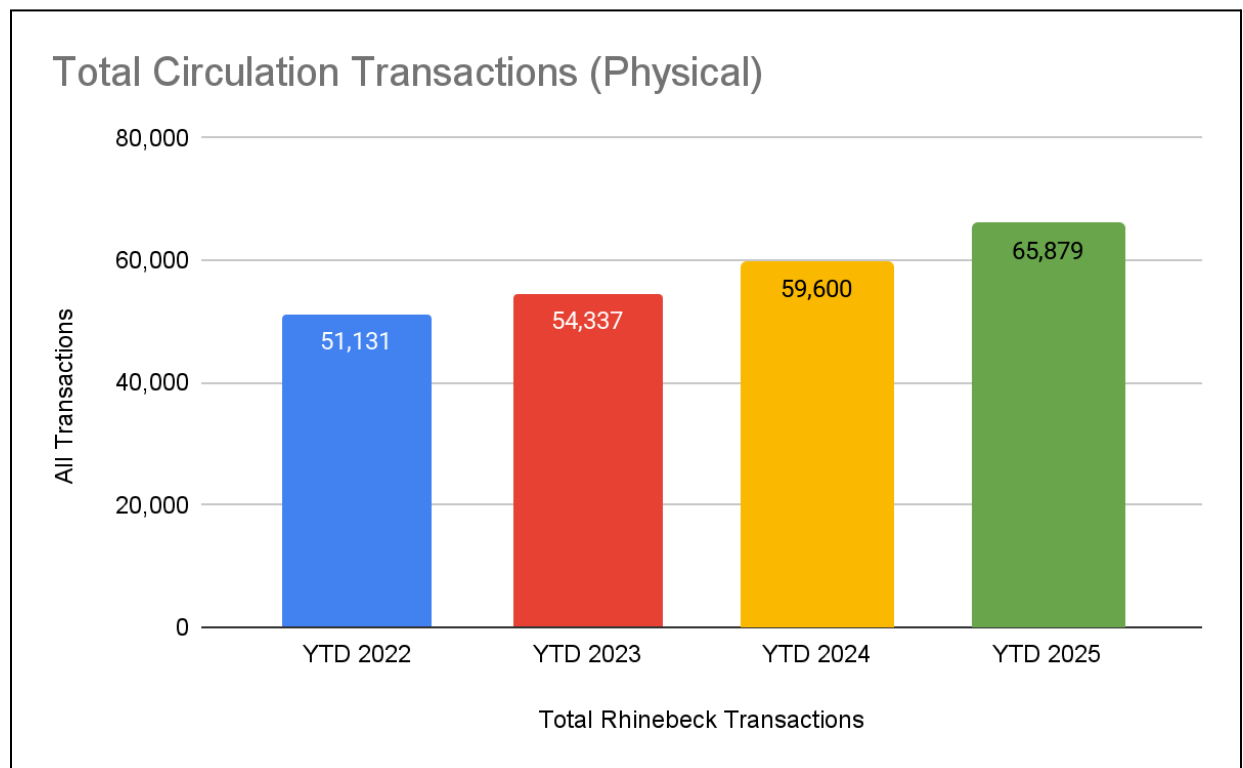
## MEETINGS ATTENDED

- Webinars: Salaries & Benefits, Decision Center Reporting
- 414 Meet-Up

## STATISTICS

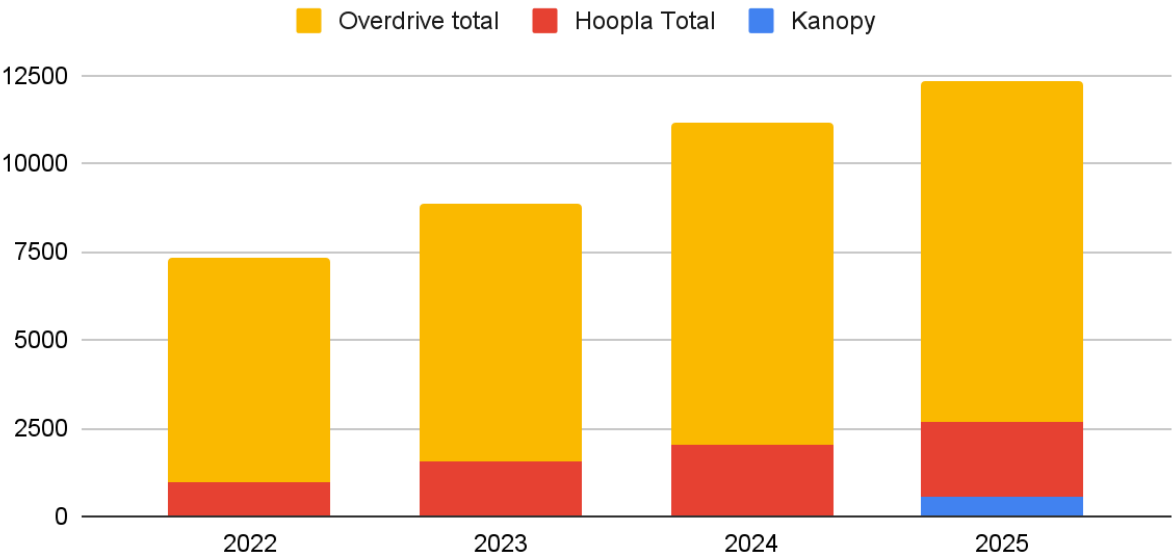
Attendance	Feb	Mar	Apr	May	June
Adult & multi-age ongoing programs	587	713	1205	747	1735
Children's/YA programs	264	356	418	248	285
Outside groups - reserved rooms	79	174	70	75	167
<b>Total attendance*</b>	<b>930</b>	<b>1243</b>	<b>1693</b>	<b>995</b>	<b>2020</b>

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





# Digital Borrowing (Jan-June)



Total Electronic Transactions Compared

## **GOVERNANCE COMMITTEE MEETING MINUTES**

## **FINANCE COMMITTEE MEETING MINUTES**

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

## **BUILDING PROJECT WORKING GROUP MINUTES**

## **PR COMMITTEE MEETING MINUTES**

## **FUNDRAISING COMMITTEE MEETING MINUTES**

Fundraising Committee Meeting Minutes

July 9, 2025 12 pm

Attendees: Erin, Jaclyn, Jim, Mimi, Eve, Al

Next Meeting September 3, 2025

### **Mad Hatter Benefit**

- Erin met with Michelle Duval about the catering. Michelle will submit a sample menu by the end of July
- Mimi and Al have secured some great auction items. Ramen dinner for 8 at the Tasting Room. Weekend stay at New York City apartment.
- Mimi, Al, and Laura will continue to work on securing a Paint and Sip night, Tea donations from Harney and Sons, and Rouse & Co. for sponsorship
- Erin will finalize the solicitation letter for board members to distribute to local businesses
- Jaclyn and Erin will work with the staff to create a poster to display in the library along with table tents with the benefit information and QR codes

### **Donor Program**

- Erin created a spreadsheet of top current and former donors
- We will send hand written notes with a copy of the solicitation letter to top donors to personally invite them and reestablish connections

# ATTACHMENTS

## Starr Library

### VIDEOCONFERENCING POLICY DRAFT

#### Purpose

Consistent with the Library's mission to serve its community and the following guidelines, shall govern how and when the library can conduct virtual and/or hybrid public meetings using videoconferencing technology:

1. Members of the Board of Trustees shall be physically present at any duly noticed meeting unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Library Director no later the day prior to the scheduled meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the Board but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions, the Board of Trustees shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The Board shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
8. The in-person participation requirements shall not apply during a state disaster emergency declared by the governor if the Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in-person meeting.
9. These procedures shall be conspicuously posted on the library's website ([www.starrlibrary.org](http://www.starrlibrary.org)).

(References: *The Committee on Open Government Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a*)

## BENEFIT LETTER



Dear Friend of Starr Library,

Don your most curious hat and follow us down the rabbit hole for an enchanting evening at **Starr Library's Mad Hatter Ball on Saturday, October 4, 2025, at 6PM**, where we will celebrate **Rhinebeck's Newbery Honor Recipient, Lesa Cline-Ransome!** Our beloved library will transform into a whimsical Wonderland filled with delightful surprises for all ages. From **games and crafts for the little dormice** to **cocktails, hors d'oeuvres, and live entertainment for grown-up queens and knaves**, this topsy-turvy affair promises to be the most magical night of the season!

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### Why Attend?

Your presence at the Mad Hatter Ball helps ensure Starr Library continues to **inspire minds, open hearts, and make wonder accessible to all**. Like Alice, our community members embark on journeys of discovery every day. Starr Library is our own Wonderland—a place where curiosity leads the way, stories spark imagination, and every visitor finds a bit of magic.

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### How Can You Help?

We invite you to support this unforgettable event through **sponsorship, attendance, or a donation fit for a Queen of Hearts!** Proceeds support cherished programs like author talks, family art workshops, and educational events that spark curiosity in every generation. Through giving, you become an active part of the Starr story—helping to build a stronger community, one page at a time.

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### Giving Levels

*In Wonderland, generosity is magic!*

- **The Mad Hatter's Table (Event Sponsor) – \$10,000+**

*Includes 8 Adult Tickets + 8 Child Tickets*

Take your seat at the head of the table! Your extraordinary largesse sets the

stage for a night of wonder and ensures Starr Library continues to inspire for years to come. Includes premium event recognition and special thanks.

- **The Looking Glass Society – \$5,000**  
*Includes 6 Adult Tickets + 6 Child Tickets*  
Visionary support that reflects a limitless future for Starr Library - through the looking glass and into lasting impact.
- **The Wonderland Circle – \$2,500**  
*Includes 4 Adult Tickets + 4 Child Tickets*  
Your royal support brings imagination to life for generations to come.
- **The Queen of Hearts – \$1,000**  
*Includes 2 Adult Tickets + 2 Child Tickets*  
Paint the roses red! Your gift helps us dream big for our patrons.
- **The Cheshire Cat – \$500**  
*Includes 2 Adult Tickets*  
Smile! —your gift makes the impossible possible.
- **The White Rabbit – \$250**  
*Includes 1 Adult Ticket*  
Always on time to help our programs bound along!

**All sponsors will be recognized in promotional materials and showered with our deepest gratitude.**

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Mark your calendars, don't be late—  
A night of wonder at Starr awaits!  
Wear your wackiest, wildest Wonderland attire,  
And have a magical evening the Queen would admire!

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**To become a sponsor or learn more, visit [starlibrary.org](http://starlibrary.org) or scan the code below. Have curious queries? Please contact committee chair, Erin Humbaugh, at [ehumbaugh@starlibrary.org](mailto:ehumbaugh@starlibrary.org) or 614-571-0279 with any questions.**

With thanks from everyone in our storybook community,  
Starr Library Board of Trustees



*“Curiosity Welcomed Since 1862”*

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
  - II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
  - III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
  - IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
  - V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
  - VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
  - VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.
- Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

