

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

NOTICE OF MEETING

Thursday, October 23, 2025, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from September meeting
4. Treasurer's Report
5. Director's Report
6. Friends' Report
7. Claims and Warrants: Motion to approve payments of claims and warrants
8. Standing Committee Reports and Anticipated Action Items
9. Ad Hoc Committee Reports
10. Correspondence
11. Old Business
  - A. Computer Use and Internet Policy - second reading
  - B. Payment Authorization Policy - second reading
  - C. PTO and Sick Leave Policy revision - second reading
13. New Business
  - A. Borrowing Rules and Lending Procedures - first reading
  - B. Credit Card Policy - first reading
14. Public Comment Period
15. Adjournment
16. Executive Session

Next Meeting: November 20, 5:30 PM

**STARR LIBRARY BOARD OF TRUSTEES**

**68 WEST MARKET STREET**

**RHINEBECK, NY 12572**

**NOTICE OF MEETING Thursday, September 25, 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.

II. Public Comment Period

There were no members of the public present.

III. Minutes from the July 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. No Board of Trustees meeting was held in August 2025.

IV. Treasurer's Report

Andrew presented the report for the month of August. Financial information for such period (and the month of July) 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 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.

V. Director's Report

Jaclyn then provided the Director's report for the month of August which had been previously provided to the Trustees in advance of the meeting, in addition to the Director's report for the month of July which had also been distributed prior to the meeting. Numerous upcoming programs were highlighted in her report, including The Borscht Belt which has been rescheduled for October 14<sup>th</sup>. Jaclyn also noted that the MHLS Annual Meeting is being held on Friday, October 24<sup>th</sup>. She further noted that she had made a presentation about the Starr Library to the Rotary Club. Al reported that the presentation was well received. Jaclyn also updated the Trustees on the addition of a new staff member to cover the front desk on Sunday and Wednesday evening.

Statistics for the months of July and August were included in the Director's Reports distributed prior to the meeting.

A further discussion ensued among the Trustees about the above topics and the Director's reports. 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 October 24<sup>th</sup> and 25<sup>th</sup>. He noted that there would be an emphasis on U.S. History and Native Americans.

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

Building & Grounds Committee: Al and Jaclyn updated the Trustees on the HVAC discussions with various contractors and next steps. A discussion ensued among the Trustees, and all questions asked were appropriately answered.

Fundraising Committee: Erin provided the Trustees with an update on various initiatives related to the Annual Benefit and the planning taking place. She then led a discussion with the Trustees on fundraising and costs incurred to date and the events scheduled for the evening of the Benefit. The Trustees were duly appreciative of all of Erin's efforts over many months to make the Benefit a great success and thanked her for all her hard work.

Public Relations/Communications Committee: Jay reported on various communication topics being discussed by the Committee and among the Board. A discussion ensued among the Trustees, and all questions asked were appropriately answered.

Concert Committee: Mimi reported that the concert series had concluded for the season and that the series was well received.

Finance Committee had no update.

Building Project Working Group: Jaclyn updated the Trustees of the status of various initiatives.

IX. Correspondence

Jaclyn stated that there was no correspondence for discussion.

X. Old Business

Jaclyn noted that the Videoconferencing 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.

XI. New Business

Jaclyn then discussed the Library Bill of Rights, Computer Use and Internet Policy, Paid Time Off Policy, and the Payment Authorization Policy, each of 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. A motion was made to approve the Library Bill of Rights, which motion was seconded and

unanimously approved. Jaclyn then noted that the three Policies discussed at the meeting would be presented at the next Trustees' meeting for adoption.

XII. Public Comment

There were no members of the public present.

XIII. Executive Session

There was no Executive Session.

XIV. Adjournment

There being no other business to conduct, a motion was made to adjourn, which motion was seconded and unanimously approved at 7:05 p.m.

Next Meeting Date: October 23, 2025 at 5:30 p.m.

# Statement of Activity

## Starr Library

September 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4001 Local Public Funds	
4001.01 Rhinebeck Tax Levy	187.10
<b>Total for 4001 Local Public Funds</b>	<b>\$187.10</b>
4005 Restricted Grants	
4005.05 Roger Phillips Concerts	97.00
<b>Total for 4005 Restricted Grants</b>	<b>\$97.00</b>
4006 Unrestricted Grants & Donations	
4006.01 Annual Appeal	100.00
4006.02 Unsolicited Donations	1,586.11
4006.03 Galas & Auctions	24,130.89
<b>Total for 4006 Unrestricted Grants &amp; Donations</b>	<b>\$25,817.00</b>
4007 Programs	
4007.01 Friends' Book & Art Sales	88.00
4007.04 Other Merchandise	30.00
4007.05 Art Sales	822.50
4007.06 Coffee & Tea Services	23.64
4007.07 Room Rentals	187.00
4007.08 Copy Fees	192.25
<b>Total for 4007 Programs</b>	<b>\$1,343.39</b>
4008 Library Charges	
4008.02 Lost Book Fees	264.68
4008.03 Square Revenue	185.69
<b>Total for 4008 Library Charges</b>	<b>\$450.37</b>
4009 Interest & Dividends	
4009.01 Operating Account	6.04
<b>Total for 4009 Interest &amp; Dividends</b>	<b>\$6.04</b>
<b>Total for Income</b>	<b>\$27,900.90</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$27,900.90</b>
Expenses	
5001 Staff Expenses	
5001.01 Net Salary & Wages	29,200.58
5001.02 Employee Benefits	
5001.021 Health Insurance	4,554.11
<b>Total for 5001.02 Employee Benefits</b>	<b>\$4,554.11</b>

# Statement of Activity

Starr Library

September 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
5001.04 Other Staff Expenses	
5001.038 Payroll Administrative Fees	359.79
5001.043 Worker's Comp Insurance	119.04
5001.048 Travel & Training	1,342.16
<b>Total for 5001.04 Other Staff Expenses</b>	<b>\$1,820.99</b>
<b>Total for 5001 Staff Expenses</b>	<b>\$35,575.68</b>
5002 Collection Expenses	
5002.01 Print	
5002.011 Books	
5002.0111 Un-sponsored	2,019.79
5002.0114 Large Print Sponsored	306.56
5002.0117 Collection Supplies	166.90
<b>Total for 5002.011 Books</b>	<b>\$2,493.25</b>
5002.012 Periodicals	
5002.0121 Un-sponsored	455.54
<b>Total for 5002.012 Periodicals</b>	<b>\$455.54</b>
<b>Total for 5002.01 Print</b>	<b>\$2,948.79</b>
5002.02 Electronic	
5002.021 Un-sponsored	2,057.61
<b>Total for 5002.02 Electronic</b>	<b>\$2,057.61</b>
5002.03 Other	
5002.032 Museum Passes	175.00
<b>Total for 5002.03 Other</b>	<b>\$175.00</b>
<b>Total for 5002 Collection Expenses</b>	<b>\$5,181.40</b>
5004 Building & Equipment	
5004.01 B&E Repairs	
5004.011 Paid from Local Public Funds	1,230.84
<b>Total for 5004.01 B&amp;E Repairs</b>	<b>\$1,230.84</b>
5004.030 Utilities	
5004.031 Electric	1,833.34
5004.032 Propane	7,000.00
5004.039 Telecommunications	353.49
<b>Total for 5004.030 Utilities</b>	<b>\$9,186.83</b>
5004.04 Commercial Insurance	
5004.041 Package	2,122.63
5004.042 Auto	111.00
5004.043 Umbrella	1,328.00
<b>Total for 5004.04 Commercial Insurance</b>	<b>\$3,561.63</b>

# Statement of Activity

Starr Library

September 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL
5004.09 Other B&E Expenses	
5004.093 Janitor	1,200.00
5004.095 Lawn	340.00
5004.098 Tree Service	5,000.00
5004.099 Building Supplies	157.30
5004.101 Library Furnishings	-400.00
<b>Total for 5004.09 Other B&amp;E Expenses</b>	<b>\$6,297.30</b>
<b>Total for 5004 Building &amp; Equipment</b>	<b>\$20,276.60</b>
5005 Miscellaneous	
5005.016 Summer Reading	175.37
5005.01 Program Expenses	\$12.98
5005.011 Author & Presenter Fees	975.00
5005.012 Supplies & Refreshments	57.63
5005.014 Water	
5005.0141 Sponsored	63.30
5005.0142 Un-sponsored	98.84
<b>Total for 5005.014 Water</b>	<b>\$162.14</b>
<b>Total for 5005.01 Program Expenses</b>	<b>\$1,207.75</b>
5005.03 Fundraising Expenses	
5005.033 Gala	4,308.63
5005.034 Other Fundraising Expenses	
5005.0343 Square Fees	47.49
<b>Total for 5005.034 Other Fundraising Expenses</b>	<b>\$47.49</b>
<b>Total for 5005.03 Fundraising Expenses</b>	<b>\$4,356.12</b>
5005.07 Reimbursable Fees & Expenses	0.00
5005.09 Office Supplies	192.44
5005.13 Bank Service Charges	0.62
5005.14 Advertising & Marketing	
5005.141 Website & Social Media	56.19
5005.145 Printing & Reproduction	38.00
<b>Total for 5005.14 Advertising &amp; Marketing</b>	<b>\$94.19</b>
<b>Total for 5005 Miscellaneous</b>	<b>\$6,026.49</b>
<b>Total for Expenses</b>	<b>\$67,060.17</b>
<b>Net Operating Income</b>	<b>-\$39,159.27</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-\$39,159.27</b>

# Starr Library

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

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	464,987.10	464,800.00	187.10	100.04 %
<b>Total 4001 Local Public Funds</b>	<b>464,987.10</b>	<b>464,800.00</b>	<b>187.10</b>	<b>100.04 %</b>
4002 MHLS Cash Grants				
4002.01 Local Library Services Aid	2,160.00	2,100.00	60.00	102.86 %
<b>Total 4002 MHLS Cash Grants</b>	<b>2,160.00</b>	<b>2,100.00</b>	<b>60.00</b>	<b>102.86 %</b>
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	
4005.012 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	
4005.019 Electronic Material	10,000.00		10,000.00	
<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	0.00		0.00	
4005.05 Roger Phillips Concerts	756.50		756.50	
4005.11 Sponsored	200.00		200.00	
4005.80 Other Restricted Grants		0.00	0.00	
<b>Total 4005 Restricted Grants</b>	<b>26,456.50</b>	<b>25,000.00</b>	<b>1,456.50</b>	<b>105.83 %</b>
4006 Unrestricted Grants & Donations	101.05		101.05	
4006.01 Annual Appeal	7,712.48	55,000.00	-47,287.52	14.02 %
4006.02 Unsolicited Donations	19,808.60	15,000.00	4,808.60	132.06 %
4006.03 Galas & Auctions	58,479.16		58,479.16	
<b>Total 4006 Unrestricted Grants &amp; Donations</b>	<b>86,101.29</b>	<b>70,000.00</b>	<b>16,101.29</b>	<b>123.00 %</b>
4007 Programs		3,000.00	-3,000.00	
4007.01 Friends' Book & Art Sales	82.50		82.50	
4007.03 Program Book Sales	541.84		541.84	
4007.04 Other Merchandise	446.00		446.00	
4007.05 Art Sales	2,587.71		2,587.71	
4007.06 Coffee & Tea Services	33.38		33.38	
4007.07 Room Rentals	542.00		542.00	
4007.08 Copy Fees	1,581.00		1,581.00	
<b>Total 4007 Programs</b>	<b>5,814.43</b>	<b>3,000.00</b>	<b>2,814.43</b>	<b>193.81 %</b>
4008 Library Charges		2,000.00	-2,000.00	
4008.01 Fines (Other Libraries)	66.09		66.09	
4008.02 Lost Book Fees	1,545.88		1,545.88	
4008.03 Square Revenue	786.85		786.85	
<b>Total 4008 Library Charges</b>	<b>2,398.82</b>	<b>2,000.00</b>	<b>398.82</b>	<b>119.94 %</b>
4009 Interest & Dividends	44.31		44.31	
4009.01 Operating Account	203.55		203.55	



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4009.02 Expansion Account	64.51		64.51	
4009.03 CD or Money Market Interest	380.04	2,000.00	-1,619.96	19.00 %
<b>Total 4009 Interest &amp; Dividends</b>	<b>692.41</b>	<b>2,000.00</b>	<b>-1,307.59</b>	<b>34.62 %</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)	0.00		0.00	
<b>Total Revenue</b>	<b>\$588,610.55</b>	<b>\$624,900.00</b>	<b>\$ -36,289.45</b>	<b>94.19 %</b>
GROSS PROFIT	<b>\$588,610.55</b>	<b>\$624,900.00</b>	<b>\$ -36,289.45</b>	<b>94.19 %</b>
Expenditures				
5001 Staff Expenses				
5001.01 Net Salary & Wages	287,389.89	382,148.00	-94,758.11	75.20 %
5001.013 Students	28.35		28.35	
<b>Total 5001.01 Net Salary &amp; Wages</b>	<b>287,418.24</b>	<b>382,148.00</b>	<b>-94,729.76</b>	<b>75.21 %</b>
5001.02 Employee Benefits				
5001.021 Health Insurance	39,160.69	48,852.00	-9,691.31	80.16 %
<b>Total 5001.02 Employee Benefits</b>	<b>39,160.69</b>	<b>48,852.00</b>	<b>-9,691.31</b>	<b>80.16 %</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	3,561.09		3,561.09	
5001.041 Disability/Family Leave Insurance	1,502.25		1,502.25	
5001.043 Worker's Comp Insurance	1,206.92		1,206.92	
5001.048 Travel & Training	5,938.74	5,500.00	438.74	107.98 %
5001.049 Staff Appreciation	98.48		98.48	
<b>Total 5001.04 Other Staff Expenses</b>	<b>12,307.48</b>	<b>10,500.00</b>	<b>1,807.48</b>	<b>117.21 %</b>
<b>Total 5001 Staff Expenses</b>	<b>344,075.33</b>	<b>441,500.00</b>	<b>-97,424.67</b>	<b>77.93 %</b>
5002 Collection Expenses				
5002.01 Print				
5002.011 Books	730.83	29,000.00	-28,269.17	2.52 %
5002.0111 Un-sponsored	9,667.26		9,667.26	
5002.0112 Sponsored.	10,000.00		10,000.00	
5002.0114 Large Print Sponsored	1,945.92		1,945.92	
5002.0117 Collection Supplies	1,893.35	2,000.00	-106.65	94.67 %
<b>Total 5002.011 Books</b>	<b>24,237.36</b>	<b>31,000.00</b>	<b>-6,762.64</b>	<b>78.19 %</b>
5002.012 Periodicals		6,500.00	-6,500.00	
5002.0121 Un-sponsored	4,004.95		4,004.95	
<b>Total 5002.012 Periodicals</b>	<b>4,004.95</b>	<b>6,500.00</b>	<b>-2,495.05</b>	<b>61.61 %</b>
<b>Total 5002.01 Print</b>	<b>28,242.31</b>	<b>37,500.00</b>	<b>-9,257.69</b>	<b>75.31 %</b>
5002.02 Electronic		25,000.00	-25,000.00	
5002.021 Un-sponsored	8,879.40		8,879.40	
5002.022 Sponsored	10,000.00		10,000.00	
<b>Total 5002.02 Electronic</b>	<b>18,879.40</b>	<b>25,000.00</b>	<b>-6,120.60</b>	<b>75.52 %</b>
5002.03 Other		1,200.00	-1,200.00	
5002.032 Museum Passes	425.00		425.00	
5002.0321 Un-sponsored	100.00		100.00	
5002.0322 Sponsored	472.00		472.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5002.032 Museum Passes</b>	<b>997.00</b>		<b>997.00</b>	
5002.033 Games & Toys				
5002.0331 Sponsored	43.20		43.20	
<b>Total 5002.033 Games &amp; Toys</b>	<b>43.20</b>		<b>43.20</b>	
<b>Total 5002.03 Other</b>	<b>1,040.20</b>	<b>1,200.00</b>	<b>-159.80</b>	<b>86.68 %</b>
<b>Total 5002 Collection Expenses</b>	<b>48,161.91</b>	<b>63,700.00</b>	<b>-15,538.09</b>	<b>75.61 %</b>
5004 Building & Equipment				
5004.01 B&E Repairs	2,832.73		2,832.73	
5004.011 Paid from Local Public Funds	5,415.84	10,000.00	-4,584.16	54.16 %
<b>Total 5004.01 B&amp;E Repairs</b>	<b>8,248.57</b>	<b>10,000.00</b>	<b>-1,751.43</b>	<b>82.49 %</b>
5004.030 Utilities		26,750.00	-26,750.00	
5004.031 Electric	12,053.42		12,053.42	
5004.032 Propane	3,046.03		3,046.03	
5004.033 Water	630.00		630.00	
5004.039 Telecommunications	2,981.03		2,981.03	
<b>Total 5004.030 Utilities</b>	<b>18,710.48</b>	<b>26,750.00</b>	<b>-8,039.52</b>	<b>69.95 %</b>
5004.04 Commercial Insurance		13,000.00	-13,000.00	
5004.041 Package	5,586.49		5,586.49	
5004.042 Auto	337.00		337.00	
5004.043 Umbrella	2,544.00		2,544.00	
5004.045 Directors	1,428.00		1,428.00	
<b>Total 5004.04 Commercial Insurance</b>	<b>9,895.49</b>	<b>13,000.00</b>	<b>-3,104.51</b>	<b>76.12 %</b>
5004.09 Other B&E Expenses		35,000.00	-35,000.00	
5004.091 Security	2,829.11		2,829.11	
5004.092 Trash	-553.26		-553.26	
5004.093 Janitor	13,500.00		13,500.00	
5004.094 Snow Removal	1,965.99		1,965.99	
5004.095 Lawn	3,178.29		3,178.29	
5004.096 Elevator	2,790.96		2,790.96	
5004.097 Fire Protection	430.00		430.00	
5004.098 Tree Service	5,000.00		5,000.00	
5004.099 Building Supplies	1,155.62	1,250.00	-94.38	92.45 %
5004.100 HVAC Contracts	1,731.00		1,731.00	
5004.101 Library Furnishings	383.12		383.12	
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>32,410.83</b>	<b>36,250.00</b>	<b>-3,839.17</b>	<b>89.41 %</b>
<b>Total 5004 Building &amp; Equipment</b>	<b>69,265.37</b>	<b>86,000.00</b>	<b>-16,734.63</b>	<b>80.54 %</b>
5005 Miscellaneous				
5005.01 Program Expenses	197.20		197.20	
5005.011 Author & Presenter Fees	4,900.00	6,000.00	-1,100.00	81.67 %
5005.012 Supplies & Refreshments	1,043.82	1,500.00	-456.18	69.59 %
5005.014 Water		1,000.00	-1,000.00	
5005.0141 Sponsored	581.06		581.06	
5005.0142 Un-sponsored	269.84		269.84	
<b>Total 5005.014 Water</b>	<b>850.90</b>	<b>1,000.00</b>	<b>-149.10</b>	<b>85.09 %</b>
<b>Total 5005.01 Program Expenses</b>	<b>6,991.92</b>	<b>8,500.00</b>	<b>-1,508.08</b>	<b>82.26 %</b>
5005.016 Summer Reading	1,396.54		1,396.54	
5005.02 Professional Fees				
5005.021 Accounting		4,000.00	-4,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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 %
5005.033 Gala	8,663.36		8,663.36	
5005.034 Other Fundraising Expenses		3,700.00	-3,700.00	
5005.0341 Bloomerang Fees	2,744.21		2,744.21	
5005.0342 Postage	316.40		316.40	
5005.0343 Square Fees	196.42		196.42	
<b>Total 5005.034 Other Fundraising Expenses</b>	<b>3,257.03</b>	<b>3,700.00</b>	<b>-442.97</b>	<b>88.03 %</b>
<b>Total 5005.03 Fundraising Expenses</b>	<b>12,066.39</b>	<b>5,700.00</b>	<b>6,366.39</b>	<b>211.69 %</b>
5005.04 Mid-Hudson Library System	8,618.30	9,500.00	-881.70	90.72 %
5005.07 Reimbursable Fees & Expenses	154.34		154.34	
5005.09 Office Supplies	2,062.56	1,000.00	1,062.56	206.26 %
5005.11 Equipment/Technology	353.97	1,000.00	-646.03	35.40 %
5005.13 Bank Service Charges	153.47		153.47	
5005.131 Credit Card Fees	150.86		150.86	
<b>Total 5005.13 Bank Service Charges</b>	<b>304.33</b>		<b>304.33</b>	
5005.14 Advertising & Marketing	88.00	2,000.00	-1,912.00	4.40 %
5005.141 Website & Social Media	1,041.34		1,041.34	
5005.145 Printing & Reproduction	724.65		724.65	
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>1,853.99</b>	<b>2,000.00</b>	<b>-146.01</b>	<b>92.70 %</b>
5005.17 Dues & Subscriptions	1,000.00	720.00	280.00	138.89 %
5005.80 Trustee Expenses	1,019.92		1,019.92	
<b>Total 5005 Miscellaneous</b>	<b>36,213.95</b>	<b>32,420.00</b>	<b>3,793.95</b>	<b>111.70 %</b>
5005.85 Grant Expense	2,399.70		2,399.70	
ScanSnap Home	0.00		0.00	
<b>Total Expenditures</b>	<b>\$500,116.26</b>	<b>\$623,620.00</b>	<b>\$ -123,503.74</b>	<b>80.20 %</b>
NET OPERATING REVENUE	<b>\$88,494.29</b>	<b>\$1,280.00</b>	<b>\$87,214.29</b>	<b>6,913.62 %</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>\$63,175.84</b>	<b>\$1,280.00</b>	<b>\$61,895.84</b>	<b>4,935.61 %</b>

# DIRECTOR'S REPORT

Oct 23, 2025

## UPCOMING CALENDAR HIGHLIGHTS

- **Friday, October 24th, 8:30am - 12:30pm** at The Academy, Poughkeepsie - [MHLS Annual Membership Meeting](#)
- **Friday-Saturday, October 24th & 25th** - Friends of Starr Library Book Sale
- **Saturday, October 25th, 10am-12:30pm** - [DAR Scavenger Hunt](#)
- **Saturday, October 25th, 12:30-1:30pm** - [Saturday Ecology Crafts: The Crow Super Roost](#)
- **Thursday, October 30th, 6:30pm** - [Twice Born: Finding My Father in the Margins of Biography with Hester Kaplan](#)
- **Saturday, November 1st, 11am-1pm** - [Turning Art into Poetry with Lee Woodman](#)
- **Thursday, November 13th, 6-7pm** - ***NEW!*** [Queer Horror Book Club: \*The Only Good Indians\* by Stephen Graham Jones](#)
- **Monday, November 17th, 12-1:30pm** - ***NEW!*** [Monthly Parkinson's Support Group](#)
- **Monday, November 17th, 2-3pm** - [Unpacking Happiness: What the Research Tells Us about Living a Fulfilled Life](#)

## PROGRAMS

- **Special Events in September & October:**  
**9/9** - How to Write a Romance: Workshop with Alisa Kwitney; **9/11**: The Family Dynamic: A Journey Into the Mystery of Sibling Success with Susan Dominus; **9/18**: Preserving Resources: Pickling in Practice with Rebecca Echevarria; **9/20**: Roger Phillips Concert Series presents Dennis Lichtman and Matt Munisteri; **9/22**: The AI Revolution: Mini-Lecture with Jean-Claude Fouéré; **9/26**: Rhinebeck Historical Society presents The Astors' Impact on the village of Rhinebeck; **10/10**: Poetry Reading & Discussion with Activist Margaret Randall; **10/14**: The Borscht Belt: Revisiting the Remains of America's Jewish Vacationland with Marisa Scheinfeld; **10/22**: Connecting IRL: Deep Listening Skills for Our Digital Age.
- **Outside Groups & Partnerships:**
  - **Rhinebeck Science Foundation, Daughters of the American Revolution, The Borscht Belt Historical Marker Project, Devereux, Rhinebeck Rotary Club, 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, Office of Assemblymember Sarahana Shreshta, Office of Dutchess County Comptroller Dan Aymar-Blair, Rhinebeck Legion Band.**
- **Ongoing:**
  - ***NEW!*** Drawing on the Right Side of the Brain with Christine Livesey, Ping Pong Pop-Up, The Self-Work Shelf (Mental Health Book Club).

- Lego Hour, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Mahjong, Teen Tech, Starr Stitchers, Storytime with Robbie, 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 (ended 9/25)

## PATRON SERVICES

- Artist exhibition by David Schaengold “The Art of Pressed Botanicals”
- Upcoming on 10/28: Artist exhibition by staff member Rowan Willigan of her daily drawings

## PROFESSIONAL DEVELOPMENT

- All three librarians will be attending the NYLA Conference in November. This is an outstanding opportunity for us to attend as many sessions as possible and share what we have learned. Also an excellent opportunity to network and share ideas with other NY library workers, trustees and advocates.

## FUNDING

- Congratulations on a successful benefit event! Details to follow in committee reports.
- Please encourage neighbors and friends to vote on Nov. 4, and flip their ballots for the library tax levy proposition. We have handouts in the library with FAQs.
- We are starting work on the annual appeal letter.
- The Dutchess County Board of Elections has submitted the required newspaper announcements.
- We are looking into a number of grant opportunities.
- We are refining the 2026 budget to be presented to the board in November.

## TRUSTEE PROGRAMS

[From Application to Approval: A Guide to Library Construction Aid Success](#) Online. October

27 | 1:30 – 2:30 PM | Real Talk with Laura Crisci & Rebekkah Smith Aldrich

## EVENTS TO PROMOTE

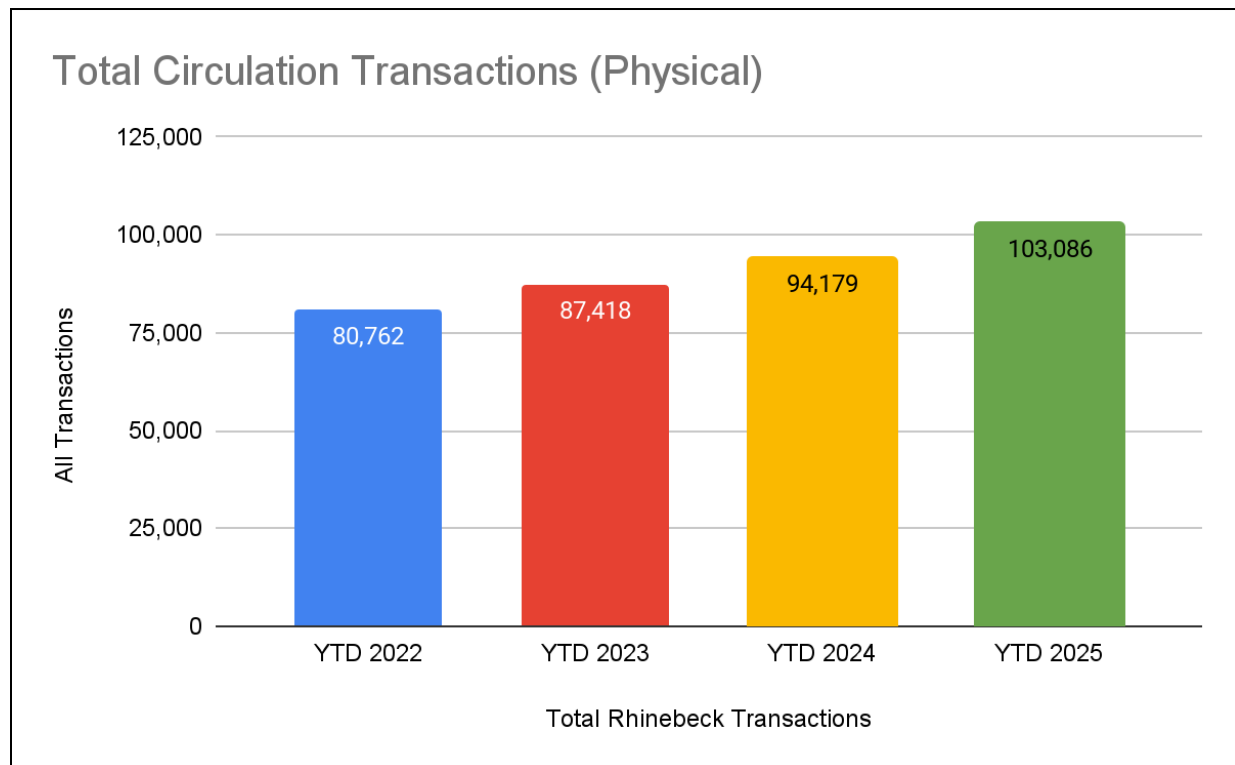
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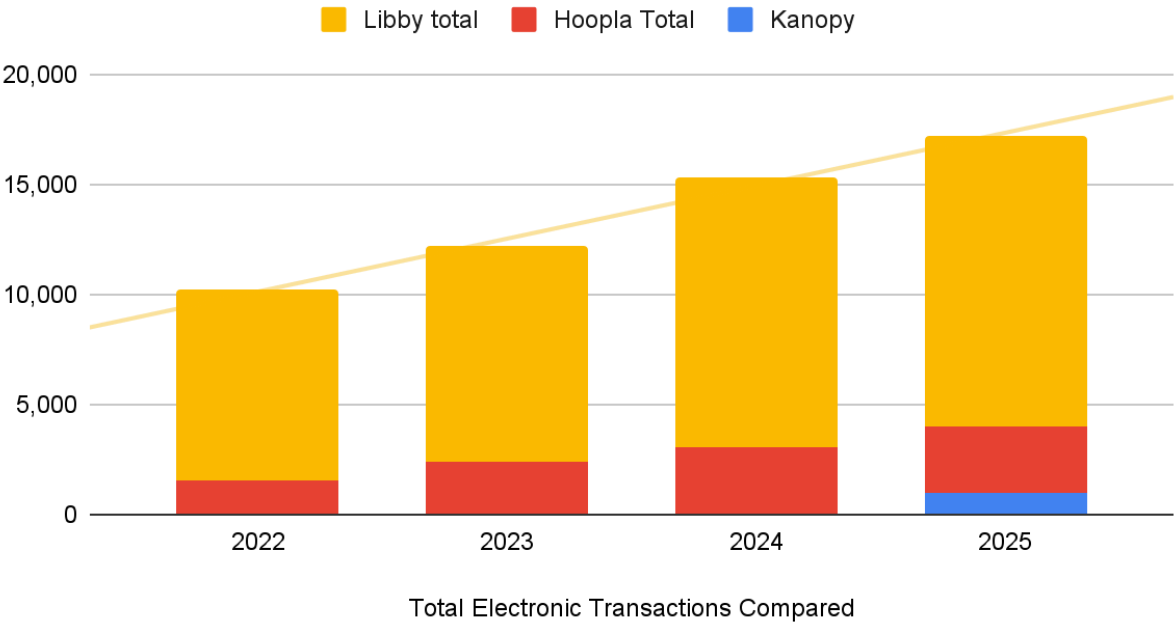
## STATISTICS

Attendance	May	June	July	Aug	Sep
Adult & multi-age ongoing programs	747	1735	880	706	968
Children's/YA programs	248	285	642	661	356
Outside groups - reserved rooms	75	167	85	339	285
<b>Total attendance*</b>	<b>995</b>	<b>2020</b>	<b>1522</b>	<b>1706</b>	<b>1609</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-Sep)



## **Starr Finance Committee Meeting Minutes**

10/15/25

In attendance, Mimi, Eve, Jim, Andrew, Jaclyn, and Travis from TIAA.

Questions about cash holdings across reporting formats from Jim were answered by Travis.

Travis provided a macro view of the economic factors affecting the market and his (still positive) thoughts on Starr's investment outlook. We confirmed that we will see Travis again for our April 2026 meeting.

After Travis logged off, we discussed the preliminary budget draft that Jaclyn presented.



# **Starr Library**

## **Borrowing Rules and Lending Procedures**

### **Purpose**

To ensure 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.

### **Borrowing Privileges**

- The preferred method of checkout is via a barcoded library card. If a registered patron has a photo ID, and the information on the ID matches the information on the patron's record, materials may be checked out.
- Each borrower is expected to use their own card and is responsible for all materials borrowed on their card. Guardians of minors (under the age of 18) are responsible for materials checked out on their children's cards.
- Library cards are issued free of charge. If a card is lost or stolen, the patron should notify the Library as soon as possible, and may request a replacement card.
- Library cards are non-transferrable and can only be used by the person whose name appears on the card and library record/registration record, unless explicit permission by the cardholder has been made.
- Any holder of a card from a library within the Mid-Hudson Library System may borrow materials from the Starr Library free of charge, with the exception of museum passes.
- The borrowing privileges of any patron with fines or fees of \$10.00 or more will not be able to borrow materials from any library until the account is settled.
- As a member of the Mid-Hudson Library System and the Southeastern New York Library Resources Council, the Starr Library participates fully in the New York State Inter-Library Loan Network and loans unrestricted materials freely to libraries and patrons outside the System and the region. To submit such a request please email [info@starrlibrary.org](mailto:info@starrlibrary.org) or inquire at the circulation desk.
- Library cards are set to expire every 3 years to ensure that patron contact information is up-to-date. The Library adheres to the [Mid-Hudson Library System's residency requirements](#) for new cards and renewals.

### **Loan Periods & Lending Rules**

- The loan period for books, audio books, and multi-disc DVDs is 3 weeks.
- The loan period for DVDs and music CDs is 1 week.
- The most current magazine issues do not circulate. All other magazines may be checked out for 1 week.
- Museum passes are reserveable by Rhinebeck and Rhinecliff patrons only, circulate for 4 days, and are not renewable. Patrons may only check out 1 museum pass at a time.
- Study guides may be checked out for 1 week, with 1 renewal allowed.

- E-books and digital audiobooks may be borrowed through either the Libby or Hoopla apps. The loan period for Hoopla content is 21 days. Libby content may be borrowed for 7, 14, or 21 days. All digital items will be automatically returned on their due date, however both platforms allow for patrons to return materials early in order to help shorten wait times for high demand items.
- Due to Resource Sharing rules, reserved items may only be held for 7 business days. If they are not picked up within that time, those items will be returned to the owning library.
- Reference and Local History Collection materials are for in-library use only.
- Books and other library materials loaned through Inter-Library Loan are loaned for a period determined by the owning library.
- Borrowed items may be returned to any library in the Mid-Hudson Library System.
- Borrowing periods and loan terms may be adjusted for special items or situations and certain procedures may be put into effect at the discretion of a library supervisor.

### **Renewal Rules**

- Patrons must have a library card in good standing in order to renew items.
- The Auto Renewal feature will automatically renew eligible items once.
- All Library materials may be renewed once—in person, by phone, or through their online account—unless another patron has placed a hold on the item or it is subject to special borrowing rules.
- Materials from other libraries are governed by the renewal policy rules of the lending library.
- Patrons who supply an email address will be notified of their renewal via Courtesy Notices.

### **Late & Lost/Damaged Materials**

- As a fine-free library, Starr Library does not charge late fees. Items that are checked out at another library may accrue overdue fines if the other library is not fine-free.
- Items that are lost or damaged must be paid for by the borrower. Items are billed after they are 4 weeks overdue. Borrowers who return billed items in good condition will not be charged overdue fees.
- Patrons will be charged the full replacement cost for lost or damaged items. Replacement materials may be accepted only at the discretion of a library supervisor. If the item is found, a refund of the replacement cost may be made if the return date is within 3 months.
- Library supervisors have the option of waiving or reducing charges on Starr Library materials if it is determined that there are extenuating circumstances.
- Items belonging to other libraries are subject to the owning library's fines/fees policy.
- Billed amounts may exceed the original cost of the item due to processing fees.

## **Claims Returned**

- If a patron feels that they have returned an item and if that item is not on the shelf, then the user may ask that a Claims Returned request be initiated with the owning library. If the owning library approves the request, the patron will not be held responsible for the replacement cost.

## **Book Return**

A book return with both book and media slots is provided for patrons to return materials when the Library is closed.

## **Starr at Home Program**

If a Rhinebeck or Rhinecliff patron is homebound we have volunteers who will bring the books to you! Please click [HERE](#) for more information and to access the online registration form.

*(Adapted from [Marlboro Free Library's Circulation Policy](#))*

Approved by the Starr Library Board of Trustees \_\_\_\_\_

# **Starr Library**

## **COMPUTER USE AND INTERNET POLICY**

### **Purpose**

Starr Library is committed to providing access to information via computers and the internet and offers free access to any person, regardless of age or residency. Access to digital information is fundamental for supporting continuous lifelong learning and this policy is designed to ensure appropriate and responsible use of internet resources.

Any use of library computers, printers, wireless devices, internet connections, wireless networks, and other library electronic resources such as databases, website and online catalog (library “electronic resources”) is governed by this policy. By using library electronic resources, users are deemed to have agreed to this policy.

### **Security and Confidentiality of User Information**

- Users are cautioned that library electronic resources may not be secure and that any information entered into, or sent or received by or through, library electronic resources could be intercepted or viewed by third parties and/or lost. Furthermore, because library electronic resources are typically used in public areas of the library, what is displayed on a screen or sent to a printer should not be assumed to be confidential.
- While the library does not actively monitor user activity, library staff reserve the right to intervene when policy violations are observed or reported, when illegal activity is suspected, or when use of electronic resources disrupts library operations or other users.

### **Information Accessed through the Library’s Electronic Resources**

- The internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information, images and commentary from around the globe. Some information accessed through the internet may not be current, accurate or complete, and some material may be considered offensive or inappropriate. The library does not monitor, has no control over, and does not guarantee the accuracy or propriety of any information that a user may access through library electronic resources.
- Parents, guardians or other responsible caregivers of minor children are responsible at all times for the use of library electronic resources by such minors; monitoring and supervising such use; and determining and regulating what information and materials are appropriate for such minors to access via library electronic resources. The library does not monitor, supervise or regulate the use of library electronic resources by minors.

### **Acceptable Use of the Library’s Electronic Resources**

- Users **may not** use library electronic resources for any activity or purpose in violation of applicable federal, state or local laws, including without limitation laws governing the transmission and dissemination of information while accessing the internet, and intellectual property laws (such as copyright, trademark, or patent laws).
- Users **may not** use library electronic resources intentionally or recklessly to spread computer viruses, or other malware, or to make unauthorized entry into other computational, informational or communications services or resources.
- Users **may not** use library electronic resources to create, display or transmit threatening, harassing, defamatory, violent, obscene, abusive or other offensive language or images.
- Users **may not** invade the privacy of others.
- Users **may not** engage in any activity that prevents others from using library electronic resources in a responsible manner.
- Users may use library electronic resources for recreational activities including gaming, social media, and streaming video, provided such use does not interfere with others' ability to use library resources and services. During peak hours or when others are waiting, priority may be given to educational, research, or work-related activities.
- Users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to alter, even temporarily, the computer settings, configuration, condition or location of library electronic resources. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. Parents will be held responsible for any damage done by their children.

#### **Rules and Procedures Governing the Use of Library Electronic Resources**

- Library electronic resources are available to users on a first-come, first-served basis.
- The library reserves the right to limit the amount of time an individual may use library electronic resources.
- Only library-provided software may be used on library devices. Software owned or supplied by others may not be installed or used on library devices.
- Users may not save their data on any library device and must supply their own storage medium (e.g. flash drive).
- Printing services are available for a fee. Users are responsible for all printing charges incurred during their session. Current printing fees are available at the circulation desk.
- The library is not responsible for any damage caused to the hardware or software of a user's own device as a result of electric surges, security breaches, viruses, hacking or other malfunctions or hazards.

- Users may not plug their electronic devices into a power outlet if it would cause an aisle, exit or another user's access to library materials to be blocked.
- Users are required to use earbuds or headphones or mute the sound function to avoid disturbing others.
- Food and beverages are not permitted near library electronic resources to prevent damage to equipment. Users must keep food and drinks in designated areas only.
- Users may use personal mobile hotspots or cellular data connections on their own devices. However, users may not attempt to bypass library network security measures or create unauthorized network access points using library equipment or connections.
- Computers located in the main reading room are primarily designated for adult use, and adults or teenagers completing school assignments will be given priority access to these workstations.
- Computers located in the children's room are reserved for children (ages 17 and under) and their accompanying parents or guardians only. Adults without children may not use computers in the children's room.
- Users requiring assistive technology or accessibility accommodations may receive priority access to appropriate workstations. Please speak with library staff about accommodation needs.
- Library staff may assist patrons with basic computer and internet use, as time and staffing permit. Patrons are advised to schedule appointments for more advanced or time-intensive assistance.

### **Enforcement of Policy**

- Violations of this policy may result in warnings, temporary suspension, or permanent loss of library electronic resource privileges, depending on the severity and frequency of violations.
- Temporary suspensions may range from the remainder of the day to 30 days, at the discretion of library staff.
- Users who feel they have been unfairly restricted may appeal the decision by speaking with the Library Director or submitting a written appeal within 30 days of the restriction.

*(Adapted from Greenwich Public Library, Hudson Area Association Library and PPLD)*

*Drafted 7/9/2025*

# **Starr Library**

## **Credit Card Policy**

### **Purpose**

This policy facilitates Library purchases and establishes guidelines for the use of credit cards issued by the Library. The policy provides internal controls to ensure that employees comply with all applicable laws. Credit cards may be issued to select managerial staff and used solely for business-related expenses that support the mission and operations of the Library as determined by the Library Director.

### **Policy**

All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards. Each credit card bears the cardholder's name but is the property of the Library and will be issued under the name of the Library. Credit cards must be returned to the employee's supervisor upon termination of employment with the Library. The cardholder is responsible for the activity on the card. Library credit cards shall have spending limits determined by the Library Director with oversight of the Treasurer.

Credit cards will be chosen based on factors including minimal or no fees, reward benefits, favorable credit limits and fraud protection. All rewards/points/cash back benefits belong to the Library, not to individual cardholders. Use of rewards are to be put towards future Library purchases or statement credit. Bookkeeper to monitor and keep a record of accrual and redemption of rewards.

A list of staff members with credit cards and their credit limit will be maintained. The cardholder is responsible for ensuring that:

- Charges are authorized within his/her approved budget
- Sufficient funds are available within that budget, and that sufficient credit is available.

Use of the credit card should be limited to purchases from companies, stores, and vendors that do not invoice or accept purchase orders; orders placed over the internet; and other purposes approved by the Library Director. A reasonable tip or gratuity is allowed when applicable/appropriate services are provided (i.e., Library-related dining out, Uber).

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase. All documentation of approved credit card transactions must be forwarded to the Bookkeeper for submission to the Library Director within 7 days. Credit card statements and supporting documentation will be reviewed by the Treasurer before warrants are approved by the Board.

Each staff member issued a Library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Library Director, if the credit card is lost,

stolen, or used by unauthorized persons. Written documentation (an incident report) should follow as soon as possible detailing the date and circumstances of the theft or loss. All credit cards shall be returned to the Library Director upon request or termination of employment. The Library may suspend or cancel cardholder privileges at any time for any reason. No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. A Library credit card may not be used for cash withdrawal or cash advance. Any misuse of a Library credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures for misuse of Library credit will be at the discretion of the Library Director. The Bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the Library Director.

Before being issued a Library credit card, employees must complete and sign the Acknowledgement Form stating that they understand and will comply with the Library's credit card policy.

Periodic review of card limits, terms and conditions will be made jointly by the Library Director and Board Treasurer with assistance from the bookkeeper.

### **Credit Accounts**

At the discretion of the Library Director, the Library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Library Director may charge goods and services for official Library business to these accounts. No personal use of these credit accounts is permitted. All purchases must be authorized by the Library Director.



## **Starr Library Credit Card Policy Employee Acknowledgement**

I hereby acknowledge that I have received a copy of the Starr Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with the Administration, any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

**X**

\_\_\_\_\_  
Employee Signature

Starr Library

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

(Adapted from [Lemont Public Library](#) and [ALA](#))

Approved by Starr Library Board of Trustees \_\_\_\_\_

# **Starr Library**

## **PAYMENT AUTHORIZATION POLICY**

### **Purpose**

To comply with New York State requirements for board oversight of library expenditures while ensuring timely, secure, and efficient payment of routine and approved expenses.

### **Scope**

This policy applies to all expenditures of Starr Library, including check, ACH, credit card, and online payments.

### **Policy**

#### **1. Board Approval of Claims**

All **non-routine claims** must be approved by the Board of Trustees prior to payment, typically through monthly warrant approval.

*Non-routine claims include expenses not regularly recurring, not included in the approved budget, or not previously authorized by board vote or contract. Examples: capital purchases, new vendor payments, or one-time consultant fees.*

#### **2. Pre-Authorized Routine Payments**

To ensure uninterrupted operations, the Board authorizes the Library Director to make timely payments for the following routine expenses, without requiring prior approval from the Treasurer or Board:

- Payroll and payroll-related liabilities
- Utility bills (electricity, gas, water, internet, telephone)
- Credit card statements for authorized purchases
- Budgeted subscriptions, contracts, and recurring services

*These payments must be properly documented and presented to the Board in the monthly claims report for review and ratification.*

#### **3. Limits and Internal Controls**

- Payments over \$5,000 that are not part of a pre-approved contract or resolution must be reviewed and approved by the Board prior to payment.
- The Library Director must maintain a complete, auditable record of all expenditures.

- The Treasurer is not required to pre-approve or co-sign routine payments but may request periodic access to payment records or statements for oversight purposes.

#### **4. Emergency Payments**

The Library Director may authorize emergency expenditures not covered above to address time-sensitive needs. The Board must be notified as soon as possible, and documentation must be included in the next claims package.

#### **5. Online and ACH Payments**

Starr Library authorizes the use of secure systems such as bank portals, vendor sites, or QuickBooks Online to issue payments.

- ACH payments and online bill pay are permitted for utilities, credit cards, and vendors.
- Online payments may be entered and submitted by the Library Director or a designated staff member under her supervision.
- Payments over \$5,000 must involve dual control, meaning one individual processes the payment, and another reviews it promptly before or as soon as possible after release.

*All online payments are subject to the same documentation and reporting requirements as other payments and must be included in the monthly claims package.*

#### **6. Fraud Prevention Measures**

To minimize risk:

- New vendors must be verified by the Director or designee before payment.
- All invoices must be checked for accuracy, alignment with budgeted expenses, and consistency with services received.
- Segregation of duties should be observed when practical. For high-dollar transactions, oversight must involve at least two individuals (Director, Treasurer, or designated trustee).
- The Treasurer may request access to payment history or financial systems at any time and will receive summary reports monthly or upon request.

## **Starr Library Board Resolution**

### **Authorization for Routine and Online Payments**

*Whereas*, the timely payment of certain routine expenses is necessary to maintain operations and avoid service disruptions,

*Be it resolved*, that the Board authorizes the Library Director and designated staff to issue payments for payroll, utilities, credit card bills, and other recurring budgeted expenses prior to warrant approval, including through secure online or ACH systems.

Payments over \$5,000 shall be subject to dual review or oversight. All emergency payments under Section 4 (Emergency Payments) shall be reported to the board as soon as possible.

This resolution remains in effect until amended or revoked by the Board.

*(References: NY State Comptroller's Guide to Financial Oversight Responsibilities of the Governing Board, Office of the State Comptroller – Online Banking Guidance, NYSED Library Handbook for Trustees, Public Officers Law & General Municipal Law (GML), Sections 103 & 104-b, Beekman Library and LaGrange Association Library)*

*Adapted and Approved by the Starr Library Board of Trustees: [date]*

## 6.4 Paid Time Off (PTO) — Vacation and Personal Days

### Eligibility and Accrual

- Full-time employees:  
Eligible for fixed vacation accrual based on years of service (granted annually on January 1):
  - 1–5 years: 10 days per year
  - 5–10 years: 15 days per year
  - 10–20 years: 17 days per year
  - 20+ years: 20 days per year
  - These amounts may be superseded by individual negotiated agreements approved by the director.
- Part-time employees regularly working more than 12 hours per pay period:  
Accruals are tracked in hours, with a day defined as the employee's average hours worked per week divided by average days worked per week. This ensures fair accrual regardless of variable weekly hours. Part-time employees begin accruing PTO immediately upon hire, earning vacation time proportionate to hours worked, and following the above schedule for years of service.
- High school and casual employees (typically under 6 hours per week) are not eligible for paid PTO but may request unpaid time off.
- PTO and sick leave accruals may be negotiated at hire or adjusted by the Director.

### Use and Carryover

- PTO may be used for vacation or personal business, with approval from supervisors.
- Carryover: Employees may carry over up to 5 days (or the prorated hour equivalent for part-time employees) to the following year. Regularly scheduled part-time employees may carry over a proportional number of hours. Any unused PTO beyond this limit will be forfeited.

### Negative Time Balances

- Full-time and regularly scheduled part-time employees may request from the director PTO in advance of accrual, creating a temporary negative balance to be “earned back” over time.

- For employees with very limited or highly variable hours (e.g., high school workers), advance PTO is generally not permitted due to scheduling constraints.

## Payment

- PTO is paid at the employee's base pay rate at the time of the absence. It does not include overtime, bonuses, or other special compensation.

For all time-off policies, any reference to a "day" of leave is understood to mean the number of hours equivalent to the employee's **average hours worked per week divided by the number of days worked per week**. This ensures that leave is applied fairly across both full-time and part-time employees with varying schedules.

## 6.5 Paid Sick Leave

### Eligibility and Accrual

- **Full-Time Employees:**  
Eligible for up to 12 paid sick days per year for personal illness, family care, medical appointments, or other qualified leave reasons.
- **Part-Time Employees:**  
Accrue sick leave at a minimum rate of 1 hour per 30 hours worked, consistent with New York State Paid Sick Leave Law. For example: The library may provide additional sick time in special circumstances approved by the director.
  - **Example:**  
A part-time employee who works an average of 15 hours per week will work approximately 780 hours in a year (15 hours × 52 weeks). At the accrual rate of 1 hour per 30 hours worked, this employee would earn approximately 26 hours of paid sick leave over the course of a year ( $780 \div 30 = 26$ ). Accrual is based on actual hours worked, so the total may vary slightly if weekly hours fluctuate.

### Use

- Sick leave may be used for the employee's or family member's illness, injury, preventative care appointments, or safety-related needs (e.g., domestic violence).
- Employees must notify their supervisor as early as possible when taking sick leave and provide documentation if requested (typically for absences over 3 consecutive days or for patterns of frequent absence).

### Carryover and Payout

- Sick leave does not carry over from year to year.

- Sick leave balances are not paid out upon separation of employment.
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## 6.6 Separation and PTO Payout

- PTO will be paid out upon separation for full-time and regularly scheduled part-time employees, regardless of whether they quit or are terminated.
- Employees working minimal or irregular hours (such as high school employees) are generally not eligible for PTO payout.
- PTO payout is capped at 10 days to manage financial exposure.
- Any PTO over the cap will be forfeited.
- Sick leave balances are never paid out.
- PTO payout may be forfeited under the following circumstances:
  - **If the employee is terminated for serious misconduct**, such as theft, fraud, harassment, or intentional damage to library property
    - Misconduct must be documented and substantiated through an internal review, and forfeiture will be determined at the discretion of the Library Director in accordance with applicable law.
  - **If the employee resigns without providing at least two weeks' written notice**, unless waived by the Library Director in writing

## Additional Notes

- Definition of a "Day": Throughout these policies, any reference to a "day" of leave means the number of hours equivalent to the employee's average hours worked per week divided by the average number of days worked per week. This ensures leave is equitable across varied work schedules.
    - **Example:**  
An employee who works 15 hours per week over 3 days would have a "day" of leave equal to 5 hours (15 hours ÷ 3 days = 5 hours). If that employee uses 1 day of PTO, 5 hours will be deducted from their PTO balance.
  - PTO and sick leave accrual and use will be tracked and updated regularly in payroll.
  - The Library supports employees staying home when ill to maintain a healthy workplace.
  - This policy complies with New York State laws regarding paid leave and disability.
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# **Starr Library PTO & Sick Leave Summary**

## **Paid Time Off (PTO)**

- Eligible full-time and part-time employees earn PTO based on hours worked and years of service.
- PTO accrues monthly and is granted annually on January 1.
- Part-time PTO is prorated based on actual hours worked.
- You may use up to 5 days of PTO early in the year with approval.
- Up to 5 unused PTO days can carry over each year; extra days expire.
- PTO is paid out when you leave, up to 10 days, unless you're a casual/irregular employee. However, you may lose your PTO if you're fired for serious misconduct or if you resign without giving at least two weeks' notice.

## **Sick Leave**

- All employees earn up to 12 sick days (96 hours) per year, prorated by hours worked.
- Sick leave is for illness, medical care, and family needs.
- Sick leave does not carry over and is not paid out at separation.
- Please notify your supervisor as soon as possible for unplanned absences.
- A doctor's note may be required for absences over 3 days.

## **General**

- PTO and sick leave policies follow NY State laws.
  - We encourage employees to stay home when sick to keep everyone healthy.
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## **References**

### **1. New York State Paid Sick Leave Law (NY Labor Law § 196-b)**

- <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>

### **2. New York State Department of Labor – Guidance on Vacation Policies**

- <https://dol.ny.gov/vacation-and-holiday-leave>

### **3. Policies from Beekman Library, LaGrange Association Library, Kingston Library, and Tompkins County Library**