

STARR LIBRARY BOARD OF TRUSTEES

68 W. Market Street, Rhinebeck, NY 12572

NOTICE OF MEETING

Thursday, April 23, 2026, 5:30 PM

AGENDA

1. Call to Order and Review of Agenda
2. Public Comment Period
3. Secretary's Report
4. Treasurer's Report
5. Director's Report
6. Friends Report
7. Claims and Warrants
8. Standing Committee Reports and Anticipated Action Items
9. Ad Hoc Committee Reports
10. Correspondence
11. Old Business
 - a. Funding Agreement with Town of Rhinebeck
 - b. Patron Complaint Policy
 - c. Long Range Plan and Mission Messaging
12. New Business
 - a. Approval of Annual Report to NYS
 - b. 414 Petition Language
 - c. New CD
 - d. Confidentiality Agreement for Trustees
13. Public Comments
14. Executive Session (if needed)
15. Adjournment
16. Next Meeting Date: May 28, 2026, at 5:30 p.m.

STARR LIBRARY BOARD OF TRUSTEES

68 W. Market Street
Rhinebeck, NY 12572

MEETING MINUTES

Thursday, March 26, 2026, 5:30 P.M.

Trustees Present: Jay Burgess, Laura Charles, Heather Dubuque, Erin Humbaugh, Mimi Joh-Carnella, Tom Mendl, Al Ragucci, Jim Ruderman, Laura Selicar, Andrew Schulkind, and Director Jaclyn Savolainen. Stephen Frost attended the meeting on behalf of The Friends.

1. Call to Order and Review of Agenda: Andrew, president of the board, called the meeting to order at 5:33 p.m.
2. Public Comment Period: There were no comments.
3. Secretary's Report: Jay noted that there were no comments on the draft minutes previously distributed to the trustees. A motion was made to approve the minutes. The motion was seconded and unanimously approved.
4. Treasurer's Report: Jim presented the report for January. Financial information for the month was advanced to the trustees. Jim reported that financial results to date continue to show more expenses than income. He noted that the voter-approved \$82,000 increase in funding for the library was not collected through the tax levy by virtue of the town not including the additional money in its budget. The library is continuing to work with the town on solutions, but the monies may not come to the library.

He updated the trustees on balances in the library's bank and investment accounts. Jim stated that our investments are down about 3 percent, which is not bad considering the market volatility.

5. Director's Report: Jaclyn provided the report for January. The report was sent to the trustees prior to the meeting. Numerous upcoming programs were highlighted, including April 16 *Artist's Talk: Chad Kleitsch on Remnants of Impermanence*, April 25 *Roger Phillips Concert Series presents Cellist Raman Ramakrishnan with Three Bard Conservatory Students*, and April 30 *Joe Dolce on Modern Psychedelics: The Handbook for Mindful Exploration*. She also spoke about a few noteworthy past events, including Feb. 28 *Holi Extravaganza!*, which produced many hand-print artworks by kids now displayed in the main reading room, and March 12 *Assemblymember Sarahana Shrestha's Mobile Office Hours at Starr Library*.

Jaclyn shared that she and Al met with a building inspector who reviewed the condition of the library and its building systems from roof to foundation. The condition of the building is generally sound. Near-term items to receive attention are areas with notably

insufficient insulation and the roof, which has an estimated five years remaining in its service life.

Jaclyn handed out the 2025 report to the community. The four-page publication is an important way to share how the library serves Rhinebeck by being a vibrant community hub where people of all ages come to learn, connect, and grow. The trustees were enthusiastic about the piece.

6. Friends Report: Stephen reported that the Friends will host a book sale on March 27-28. He offered that the sale will have books in every category. Jaclyn informed the trustees that the Friends recently provided a generous donation to help patrons continue to enjoy great experiences at the library.
7. Claims and Warrants: Jim presented the items to the trustees. A motion was made to approve the claims and warrants. The motion was seconded and passed unanimously.
8. Standing Committee Reports: Jay informed the trustees that the PR/Communications Committee met to review draft copy and a preliminary layout for the report to the community. The committee offered some modest suggestions, feeling the publication was taking shape nicely.
9. Ad Hoc Committee Reports: There were no reports.
10. Correspondence: Jaclyn shared a letter from a participant in a series of workshops on memoir writing who passionately related how the program has had profound positive impacts on his life.
11. Old Business:
 - a. A revised Endowment Spending Policy was tabled.
 - b. A revised Gift Acceptance Policy was provided in advance of the meeting. A motion was made to approve the policy. The motion was seconded and unanimously approved.
 - c. An update on fundraising was led by Erin. She stated that there was an open question about whether the board should embark on a campaign to raise monies to improve and possibly expand the library. Erin related that the Fundraising Committee would like to pursue an information-gathering/discovery phase for such a campaign.

Trustees discussed how to best shape a vision for the campaign and how to prioritize to ensure the library remains strategic in pursuing a modern library to best serve the community. Erin said next steps also would involve researching how a consultant could provide value in helping the campaign succeed. Trustee questions were put forth and appropriately answered with agreement that board engagement and questioning would remain important going forward. A motion was made to approve the Fundraising Committee moving ahead with gathering information. The motion was seconded and unanimously approved.

12. New Business

- a. A draft revised Patron Complaint Policy was shared with the trustees in advance. There were no comments from the trustees.
- b. A new draft Long Range Plan (2026-30) for the library that included messaging about its mission was circulated to the trustees in advance. Several board members submitted responses to the document prior to the meeting. Jaclyn initiated a discussion to elicit more feedback. Trustees asked for a bit more description of progress that might be sought for modernizing and expanding the library. There is interest in setting goals for the library board for the next five years. The trustees agreed to participate in a half-day retreat to do this goal setting. Jaclyn said she would give the plan a table of contents to enhance the plan's usability.

13. Public Comments: There were no comments.

14. Executive Session: The trustees went into executive session at 7 p.m. to discuss potential changes on hours for specific personnel.

15. Adjournment: There being no other business to conduct, a motion was made to adjourn. The motion was seconded and unanimously approved at 7:45 p.m.

Next Meeting Date: April 23, 2026, at 5:30 p.m.

APPENDIX A

Whereas, the adoption of the 2027 budget for the Starr Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore let it be:

Resolved, that the Board of Trustees of the Starr Library voted and approved to exceed the tax levy limit for 2027 by at least the sixty percent of the board of trustees as required by state law on February 26, 2026.

Statement of Activity

Starr Library
March 2026

	Total
Income	
4005 Restricted Grants	
4005.01 Friends of Starr Library	\$4,100.00
Total for 4005 Restricted Grants	\$4,100.00
4006 Unrestricted Grants & Donations	\$393.96
4007 Programs	-\$1,123.50
4008 Library Charges	\$315.79
4009 Interest & Dividends	\$330.41
Total for Income	\$4,016.66
Gross Profit	\$4,016.66
Expenses	
5001 Staff Expenses	\$33,731.58
5002 Collection Expenses	\$5,148.81
5004 Building & Equipment	\$6,052.72
5005 Miscellaneous	
5005.01 Program Expenses	\$1,258.04
5005.03 Fundraising Expenses	\$2,556.64
5005.09 Office Supplies	40.43
5005.14 Advertising & Marketing	\$275.82
Total for 5005 Miscellaneous	\$4,130.93
Total for Expenses	\$49,064.04
Net Operating Income	-\$45,047.38
Net Other Income	
Net Income	-\$45,047.38

Starr Library

Budget vs. Actuals: Budget_FY26_P&L_(total in first month) - FY26 P&L

January 1 - April 17, 2026

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4001 Local Public Funds	464,800.00	546,800.00	85.00 %
4002 MHLS Cash Grants	240.00	2,100.00	11.43 %
4005 Restricted Grants	14,239.00	35,000.00	40.68 %
4006 Unrestricted Grants & Donations	13,869.83	83,000.00	16.71 %
4007 Programs	1,342.00	5,000.00	26.84 %
4008 Library Charges	859.16	2,000.00	42.96 %
4009 Interest & Dividends	519.21	3,000.00	17.31 %
4010 Distributions from Endowment		45,000.00	
4500 Transfers In	30,000.00		
Total Revenue	\$525,869.20	\$721,900.00	72.85 %
Expenditures			
5001 Staff Expenses	126,522.74	490,469.00	25.80 %
5002 Collection Expenses	17,158.96	67,000.00	25.61 %
5004 Building & Equipment			
5004.01 B&E Repairs	25.15	12,500.00	0.20 %
5004.030 Utilities	11,058.21	28,000.00	39.49 %
5004.04 Commercial Insurance	5,948.00	14,000.00	42.49 %
5004.09 Other B&E Expenses	13,253.40	45,030.00	29.43 %
Total 5004 Building & Equipment	30,284.76	99,530.00	30.43 %
5005 Miscellaneous			
5005.01 Program Expenses	3,135.64	12,000.00	26.13 %
5005.02 Professional Fees	103.74	10,000.00	1.04 %
5005.03 Fundraising Expenses	2,584.58	7,250.00	35.65 %
5005.04 Mid-Hudson Library System	7,206.30	13,320.00	54.10 %
5005.07 Reimbursable Fees & Expenses	108.00		
5005.09 Office Supplies	503.89	3,200.00	15.75 %
5005.11 Equipment/Technology	51.96	3,000.00	1.73 %
5005.13 Bank Service Charges	140.24	1,800.00	7.79 %
5005.14 Advertising & Marketing	1,043.14	2,500.00	41.73 %
5005.17 Dues & Subscriptions	470.00	1,000.00	47.00 %
Total 5005 Miscellaneous	15,347.49	54,070.00	28.38 %
Total Expenditures	\$189,313.95	\$711,069.00	26.62 %
Other Revenue			
4500.11 NYS Legislature Technology Upgrade Grant	20,000.00		
4500.12 Parking Lot Accessibility Grant	10,000.00		
Total Other Revenue	\$30,000.00	\$0.00	0.00%
Other Expenditures	\$0.00	\$0.00	0.00%

DRAFT DIRECTOR'S REPORT

April, 2026

UPCOMING CALENDAR HIGHLIGHTS

- **Saturday, April 25th, 4:30pm** - Roger Phillips Concert Series Kickoff with Cellist Raman Ramakrishnan
- **Sunday, April 26th, 2-3:30pm** - Dropping Your Body Without Dropping the Ball: Putting Your Advance Directives and Affairs in Order with Ruven Liebhaber
- **Thursday, April 30th, 6:30pm** - Modern Psychedelics: A Handbook for Mindful Exploration with Journalist Joe Dolce
- **Friday, May 1st, 4pm** - RCSD 20th Annual Art Show Opening
- **Saturday, May 2nd, 10:30am-1pm** - Families & Politics Workshop with Braver Angels
- **Saturday, May 9th, 11am-1pm** - How to Make a Concertina Book with Ruby Silvius
- **Thursday, May 14th, 6:15pm** - Parenting Book Club with At Play: Outdoor Kids in an Inside World
- **Saturday, May 30th, 8:30-10:30am** - Birdwatching Walk with the Waterman Bird Club

PROGRAMS

- **Special Past Events**
 - **Friday-Saturday, March 27th-28th** - Friends of Starr Library Book Sale
 - **Thursday, April 16th, 6:30-8pm** - Artist's Walk & Talk: Chad Kleitsch on Remnants of Impermanence
 - **Friday, April 17th, 12-2pm** - Spring Plant Swap
- **Outside Groups & Partnerships:**
 - Rhinebeck Town Recreation Department (Earth Day)
 - Climate Smart Rhinebeck (Earth Day)
 - CultureConnect
- **Ongoing:**
 - **NEW**: Queer Horror Book Club, Waterfall Qigong (beginning 5/7), Parkinson's Support Group, Starr Tech Voyager, All Ages Craft Makers Circle
 - Drawing on the Right Side of the Brain with Christine Livesey, Table Tennis 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, Starr Supper Club, The Laughing Stocks: Investment & Finance Discussion, Rhinebeck Parents Meetup, Nerds @ Nite
 - **Discontinued**: Mental Health Book Club

PATRON SERVICES

- Installed Friends-funded magazine spinning rack to accommodate more periodicals in a more aesthetically pleasing way.

BUILDING & GROUNDS

- A *Stewartia* tree is being donated by the Rhinebeck Tree Commission and members of the Rhinebeck Historic Society in memory of Connie Lown. It will be planted on Earth Day near the bike rack.
- We are collecting estimates on insulation work.

STAFF

- We are happy to be welcoming Devon Hauser as a Library Assistant, replacing Laila Watts who left on good terms. There were 39 applicants for the position; we interviewed the four strongest candidates.

FUNDING

- Continuing to work with Town Board to resolve the funding gap due to the fact that the 2025 voter-approved increase was not collected or provided to the library.

TRUSTEE EVENTS

- May 5 DCLA Trustee Reception, Pine Plains, 5:30 - 8pm

OTHER

- The Annual Report to New York State was completed and submitted before the deadline.
- DCLA Meeting April 14 in Pleasant Valley
- MHLS Director's Association (DA) Meeting April 22
- Webinar (Empire State Library Network): Onboarding Best Practices

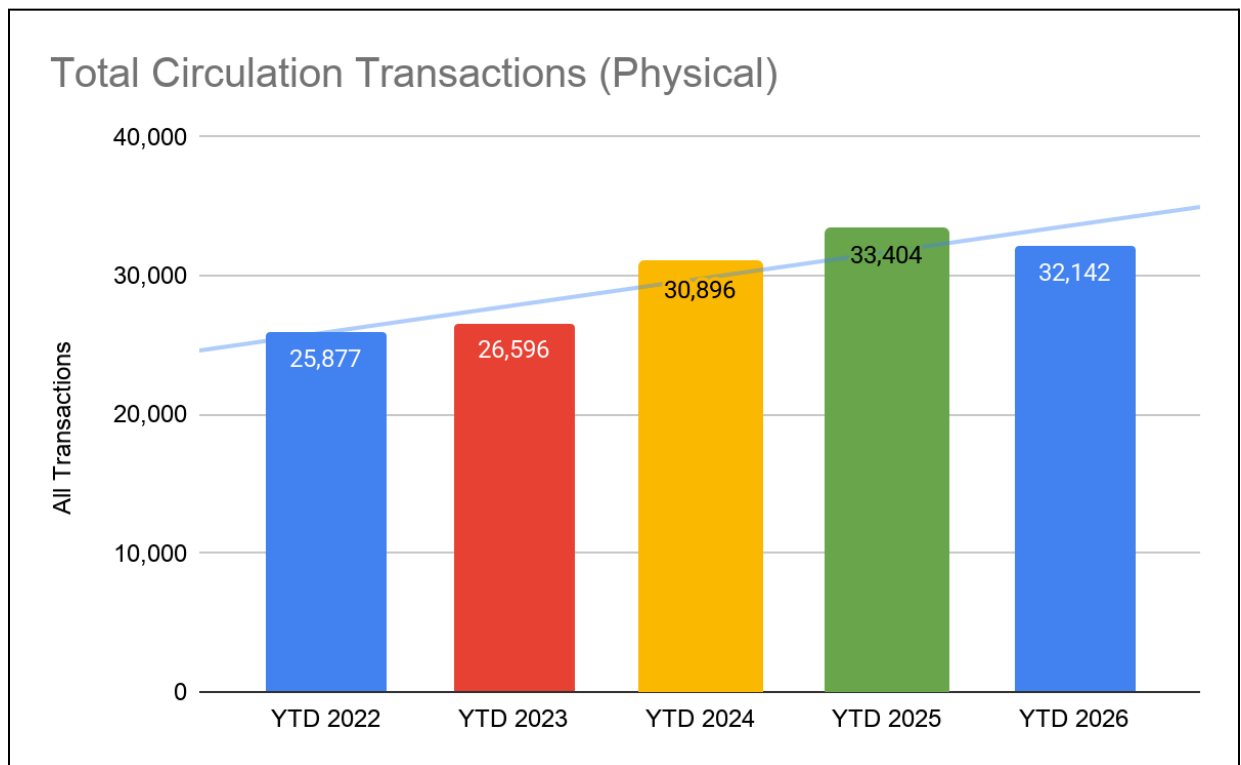
EVENTS TO PROMOTE

- **Saturday, May 2nd, 10:30am-1pm - Families & Politics Workshop with Braver Angels**

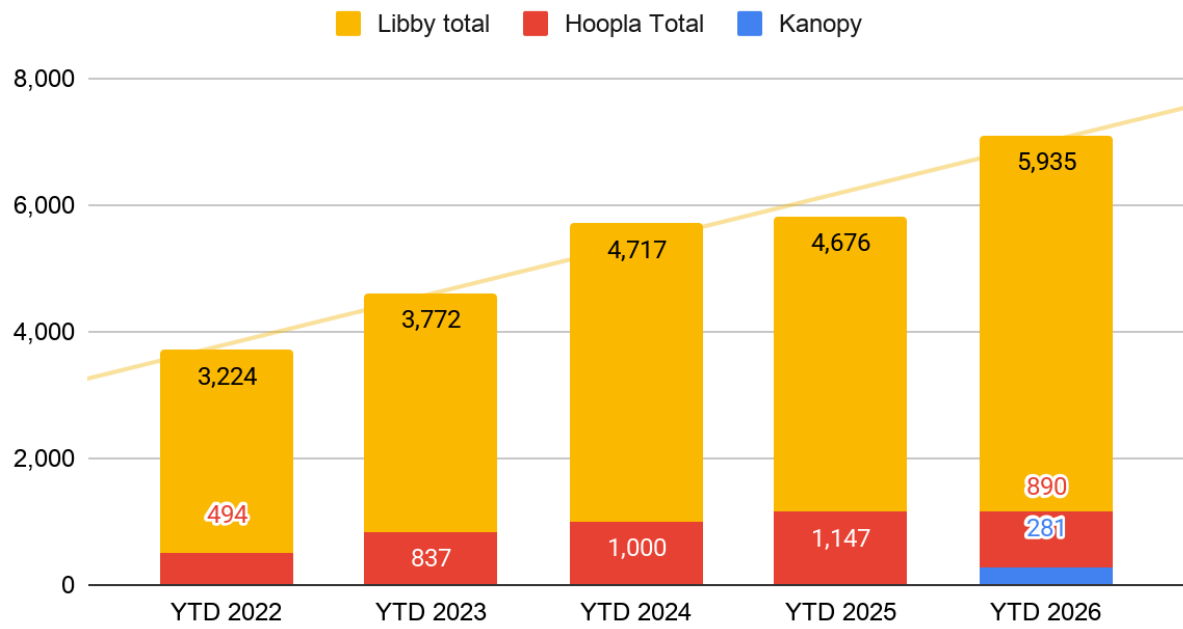
STATISTICS

Attendance	Nov	Dec	Jan	Feb	March
Adult & multi-age ongoing programs	523	527	491	527	1183
Children's/YA programs	206	186	192	199	270
Outside groups - reserved rooms	710	202	105	74	120
Total attendance*	1439	913	788	800	1573

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



YTD Digital Borrowing



PR/Communications Committee Meeting Minutes, April 2026

In Attendance

Jay Burgess, Laura Charles, Tom Mendl (by Zoom), Jim Ruderman, Andrew Schulkind, and Director Jaclyn Savolainen

Topics Covered

- The committee discussed that the voter-approved \$82,000 increase in funding for the library was not collected through the tax levy by virtue of the town not including the additional money in its budget. The library is continuing to work with the town on solutions, but the monies may not come to the library. The committee talked about communications pieces to support the ongoing efforts. Jim and Jay were asked to prepare a memo to the town, talking points on the issue, and a communication to the Friends of Starr Library as well as the Roger Phillips Concert Series group.

Starr Finance Committee Meeting Minutes

4/15/26

In attendance, Jim Ruderman, Jaclyn Savolainen, Andrew Schulkind (via zoom), Mimi Joh-Carnella, and Heather DuBuque. Mary Olivere sent regrets.

We reviewed the performance of our endowment investment portfolio with our account manager, Travis Gallton, at TIAA (via zoom). The balance was down only marginally at the end of Q1 vs year-end and was starting to bounce back. We discussed the geopolitical and other reasons for this, and all questions were answered appropriately and we chose not to alter our portfolio allocation at this time, although the finance committee will revisit this later in the year. We briefly raised the possibility of changing the internal nomenclature for this account and decided to bring that up for discussion at a later session.

After Travis signed off we talked at length about the continued uncertainty around the \$82,000 shortfall in our current budget due to the Town's failure to collect those taxpayer-approved funds. The Rhinebeck Town Board has indicated they will present a resolution to address this at their meeting in late April, but they have not provided any certainty about what will be in it or whether it will pass a vote.

In recognition of this, Jaclyn presented a number of potential moves, to both public-facing and internal operations, that could help us close the gap if necessary. These discussions will continue with the full board. In addition, we discussed the timeline for getting a 414 increase onto the 2026 ballot. This should begin almost immediately and should be put before our board for a vote at next week's meeting. However, since we will not have clarity on the Town's proposal at that time, and this will have a material effect on the amount we request, Heather suggested proposing a resolution that would permit us to seek a 414 increase contingent upon the town's action, effectively giving us a green light to proceed and to fill in the amount via a special action later. This proposal will be circulated before our next board meeting.

The next Finance Committee meeting will take place at 4pm (one hour earlier) on Wednesday, June 17.

Starr Library

PATRON COMPLAINT POLICY

Purpose

Starr Library welcomes community interest in its operations and encourages feedback from our patrons and recognizes that patrons may sometimes have critical feedback or complaints. This policy outlines our clear and consistent process for addressing patron concerns.

Library staff should be aware that complaints may arise. While such occurrences are expected to be rare, it is essential that the Library maintain a clear and consistent process for addressing concerns. A response that is both positive and timely can often help resolve issues constructively.

Standards of Conduct

The Library expects complaints to be expressed in a respectful manner. Abusive, threatening, or harassing behavior toward staff will not be tolerated and may result in restrictions under the Patron Code of Conduct.

Informal Resolution

Complaints involving minor or inadvertent lapses in service may often be resolved through a simple explanation or apology, reflecting the Library's commitment to providing the best possible service to the community.

Patrons are encouraged to first speak with a staff member on duty when appropriate, as many concerns can be resolved promptly at this level.

Submitting a Formal Complaint

Complaints concerning library materials must follow the Challenge of Library Materials Policy.

All other complaints may be submitted in writing using the Patron Complaint Form. Submitted complaints will be forwarded to the Library Director for review and follow-up.

Staff will inform the Director of patterns or recurring concerns, even when a formal complaint form has not been submitted. Staff may assist patrons in documenting complaints when needed.

Review and Response

The Library will generally acknowledge receipt of written complaints within five (5) business days and will provide a response as soon as practicable following review.

Some complaints relate to established policies or procedures and may not result in changes.

Complaints will be handled confidentially to the extent permitted by law.

Anonymous complaints will be reviewed when feasible; however, lack of contact information may limit the Library's ability to respond.

Escalation to the Board of Trustees

If a complaint cannot be resolved by staff or the Library Director, it may be forwarded, usually by the Director, to the Board President for review and to determine next steps.

The Board will evaluate complaints presented to it in a timely manner, determine what action, if any, should be taken, and provide a written response to the complainant when appropriate. The decision of the Board of Trustees shall be final.

Records Retention

The Library will maintain records of formal complaints and related responses for a period of no less than seven (7) years.

(Adapted from Woodstock Library and Roeliff Jansen Community Library)

Drafted: Feb 25, 2026

Adopted by the Starr Library Board of Trustees:

Starr Library

PATRON COMPLAINT FORM

Starr Library welcomes constructive feedback and is committed to addressing concerns fairly and respectfully. This form helps us review and respond to complaints in a consistent and timely manner.

Staff are available to assist with completing this form upon request.

Patron Information

Name:

Address:

Email:

Phone: _____

(Optional) Are you a Starr Library cardholder?

☐ Yes ☐ No

If no, please list the name of any public library of which you are a cardholder:

Description of Complaint

Please briefly describe your concern below or on an attached sheet. If relevant, include:

- Date and time of the incident
- Location
- Names of staff or other patrons involved
- Any prior efforts to resolve the issue
- Other significant information

Desired Outcome (Optional)

What outcome or resolution are you seeking?

Acknowledgement

I certify that the information provided is accurate to the best of my knowledge.

I understand that this complaint will be reviewed by Library administration and, if necessary, by the Board of Trustees, and that it may be retained in accordance with Library record retention policies.

I understand that complaints must be submitted in a respectful manner in accordance with the Patron Code of Conduct.

Signature: _____

Date: _____

We will attempt to resolve your complaint quickly, fairly, and respectfully.

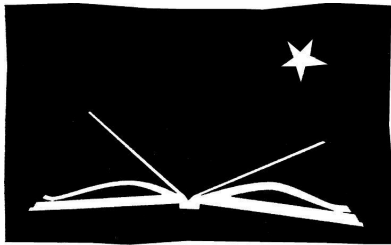
For Staff Use Only

Date Received: _____

Reviewed By: _____

Action Taken: _____

Date Closed: _____



STARR LIBRARY

Long Range Plan: 2026 - 2030

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Long Range Plan: 2026 - 2030

Mission, Vision, and Key Messages

Mission

We inspire curiosity and foster community engagement by providing a welcoming space for learning, exploration, and connection. Through free and open access to ideas, creativity, discovery, and technology, we empower individuals and strengthen our community.

Vision

We envision a library that goes beyond books—offering dynamic resources, flexible spaces, and enriching experiences that support lifelong learning and meaningful connections. A modern, accessible library will ensure everyone in our community has the opportunity to grow, create, and thrive.

Key Messages

- Starr Library is a vibrant community hub where people of all ages come to learn, connect, and grow.
 - We are committed to being at the heart of Rhinebeck—where knowledge and ideas are exchanged and creativity flourishes.
 - Everyone is encouraged to take advantage of our accessible resources, engaging programs, and opportunities to help build a bright tomorrow for the library.
-

Part A. Current Environment

Starr Library serves as a high-use, community-centered institution operating within a dynamic environment shaped by strong demand, limited physical space, and evolving community needs. The following conditions frame the strategic priorities for the next five years.

Budget

Starr Library's 2026 operating budget is \$711,070, supported through a combination of public funding, state aid, and private revenue sources. The tax levy from the Town of Rhinebeck (414-budget referendum) contributes \$546,800, with additional support from endowment distributions, annual appeal giving, donations from the Friends of Starr Library, other donations, program-related revenue, and minimal state aid.

The library has successfully increased public support in recent years while also strengthening fundraising capacity. However, a meaningful portion of the budget continues to depend on annual giving and variable revenue streams. This requires ongoing donor engagement and careful long-term financial planning to maintain program growth and operational stability.

Implications for planning

- Ongoing fundraising remains necessary to support service levels beyond the public tax base.
- Financial planning must balance operational needs with long-term capital and facility priorities.
- Diversification of revenue sources will be important for organizational stability.

Library Usage

Starr Library serves as a high-use community hub that extends well beyond traditional borrowing. The library is open seven days per week, including three evenings, totaling 50 service hours, and operates year-round. Approximately 80% of Rhinebeck residents hold library cards, and the building is used daily for internet access, research, technology help, job and housing searches, meetings, and informal community connection.

The library attracts a broad mix of users — longtime residents, newcomers, visitors, remote workers, students, families, and older adults — who rely on the space in different ways. Patrons gather for literary activities, crafts, games, writing groups, playgroups, and community events, while local organizations and government entities regularly use library rooms for meetings and civic activities. The library's location adjacent to Thompson-Mazzarella Park further increases informal use and walk-in traffic.

On any given day, multiple activities compete for limited space: quiet study and remote work; children's programs and family visits; meetings and clubs; book donation operations; and programming. This overlapping demand reflects the success of the

library as a shared community space, but also creates ongoing challenges related to scheduling, noise management, storage, and flexible use of rooms.

Implications for planning

- The library's role has evolved from primarily collection-centered to community-centered.
 - Existing spaces must accommodate simultaneous and often conflicting uses.
 - Future facility planning should prioritize flexibility, acoustic separation, and multipurpose design.
-

Programs and Partnerships

Starr Library hosts or participates in a high volume of programming across all age groups and interest areas. In 2025, the library offered or took part in more than 900 programs with nearly 15,000 attendees, while outside organizations used library spaces more than 100 times with almost 2,000 additional participants.

Programs span early childhood literacy, youth enrichment, arts and culture, wellness, civic engagement, technology education, and community dialogue. The library also collaborates with numerous local organizations and supports large seasonal initiatives such as summer recreation partnerships that substantially increase building use.

The breadth of programming reflects strong community demand and reinforces the library's role as an institution that brings people together. At the same time, program growth requires increased coordination, space management, and staff time.

Implications for planning

- Program demand is a primary driver of facility and staffing pressure.
 - Community partnerships are a major strength and should continue to be expanded strategically.
 - Systems for evaluating program outcomes and capacity will become increasingly important.
-

Collections and Borrowing

Starr Library maintains a collection of about 40,000 items, including books, media, and nontraditional lending materials, in addition to more than 28,000 electronic resources and access to over two million shared items through the Mid-Hudson Library System. Volunteers provide a delivery service to homebound patrons.

Volunteers manage a Local History Collection where researchers from near and far come to inquire about genealogy and properties. The Rhinebeck Historical Society and the Town and Village Historians hold office hours and house community archives here.

Implications for planning

- Physical collections remain heavily used while digital access continues to grow.
 - Collection development must balance community preferences, space limitations, and evolving formats.
 - Nontraditional lending materials and local history collections contribute to the library's unique role.
-

Technology

Starr Library maintains a mixed technology environment (Mac and PC) serving both patrons and staff, including public computers, laptops, catalog stations, printers, scanners, a projector and portable sound equipment, Wi-Fi that extends into the parking lot, and network infrastructure supported by multiple routers and two internet service providers.

Technology access is central to community use of the library, especially for patrons needing internet, printing, and digital services. Network stability is currently maintained with assistance from an outside IT consultant.

As technology expectations evolve, maintaining reliable infrastructure and planning for equipment replacement will remain ongoing priorities.

Implications for planning

- Technology plays a critical role in equitable access and everyday library use.
- Future planning should address lifecycle replacement and infrastructure upgrades.
- Staff training and support systems are needed to keep pace with user expectations.

Staffing

Starr Library operates with three full-time librarians serving in leadership roles, supported by eight part-time employees and a variable number of student pages. Combined staffing equals approximately 6.3 full-time equivalent employees (FTEs), based on a 37.5 hour work week.

This lean staffing model supports a high level of activity and strong community visibility, but allows limited redundancy when staff are absent or new initiatives are added. Cross-training and clear role definition are therefore essential to maintaining operational continuity.

Implications for planning

- Staffing levels remain tight relative to program volume and facility usage.
- Additional growth will require careful prioritization, role clarity, and expanded staffing capacity.

Administrative

Library administration is led by the director and two other full-time licensed librarians overseeing operations, collections, and programming/outreach. Responsibilities include budget and personnel management, collection development, program planning, partnerships, technology maintenance, grant writing and reporting, communications, facilities oversight, board relations, and strategic planning.

The current structure supports collaboration and responsiveness, but requires leadership staff to manage a wide range of operational and strategic functions simultaneously. As the organization grows in complexity, clear delegation and efficient internal systems are increasingly important.

Implications for planning

- Leadership roles require balance between daily operations and long-range planning.
- Continued development of internal systems can reduce administrative strain.
- Organizational clarity supports consistency and succession planning.

Facility

Starr Library operates from a combined facility totaling approximately 10,000 square feet on 1.5 acres at the entrance to Thompson-Mazzarella Park. The original building was constructed in 1976, with a major addition and renovation completed in 2005 that introduced the entrance lobby, elevator, Adult Reading Room, and circulation area.

While the 2005 project improved accessibility and functionality, fundraising constraints at the time required the project to scale back from its original scope. As a result, portions of the building were adapted rather than fully redesigned, contributing to limitations in storage, workflow efficiency, and program flexibility.

The building now supports uses that have expanded significantly beyond what was envisioned in earlier designs. Community expectations for programming, group space, technology access, and informal gathering have grown, and nearly all areas of the library experience high and overlapping demand. Several spaces serve multiple purposes simultaneously, often requiring staff to adapt layouts and manage competing needs.

Recent improvements — including accessibility upgrades, signage improvements, and interior enhancements — have increased usability, but core infrastructure and spatial configuration continue to present challenges.

Implications for planning

- Current square footage and layout limit flexibility for simultaneous programming and community use.
- Aging systems and space constraints increase pressure on staff operations and maintenance planning.
- Long-term renovation and expansion planning is necessary to align the facility with current and future service models.

Demographics and Economic Factors

Rhinebeck's service population of 7,596¹ has a high proportion of residents over age 60. The community shows strong educational attainment and relatively high median household income and home values.

At the same time, a smaller percentage of residents are children under age 18, and affordability challenges remain visible through housing costs and poverty indicators.

¹ 2020 Census

Language diversity, while limited statistically, continues to shape efforts toward inclusion and accessibility.

- Households²
 - 3,702 Households
 - Median household income: \$93,284
 - Housing units: 4,164
 - Households with children under 18: 11%
 - Median home value: \$522,800
 - Median household income: \$93,284
 - Median real estate tax: \$8,261
- Age
 - Over age 60: 45.3%
 - Under age 18: 11.4%
 - Median age: 58.1
- Population of one race
 - White alone 87.2%
 - Black or African American alone 0.01%
 - Asian alone 0.02%
 - Some other race alone 0.03%
- Language other than English spoken at home: 8%
- Sex ratio: 87.5 males per 100 females
- Population below the poverty line: 7.8%
- Without health care coverage: 2.6%
- Education: 52.7% with Bachelor's degree or higher
- Total enrollment in Rhinebeck Central School District³: 942

Key Takeaways

- 🏠 3,702 households
- 💰 \$93K median income
- 🎓 53% bachelor's+
- 👴 45% age 60+
- 👶 11% under 18
- 🌐 8% non-English at home

Implications for planning

- Older demographics increase demand for accessible spaces, lifelong learning, and social connection opportunities.

² 2024 American Community Survey

³ National Center for Educational Statistics Data for 2024-2025 School Year

- Youth services remain important for community engagement despite smaller age cohorts.
 - Economic diversity within a generally affluent area reinforces the importance of free and accessible services.
-

Comparative Library Data 2024

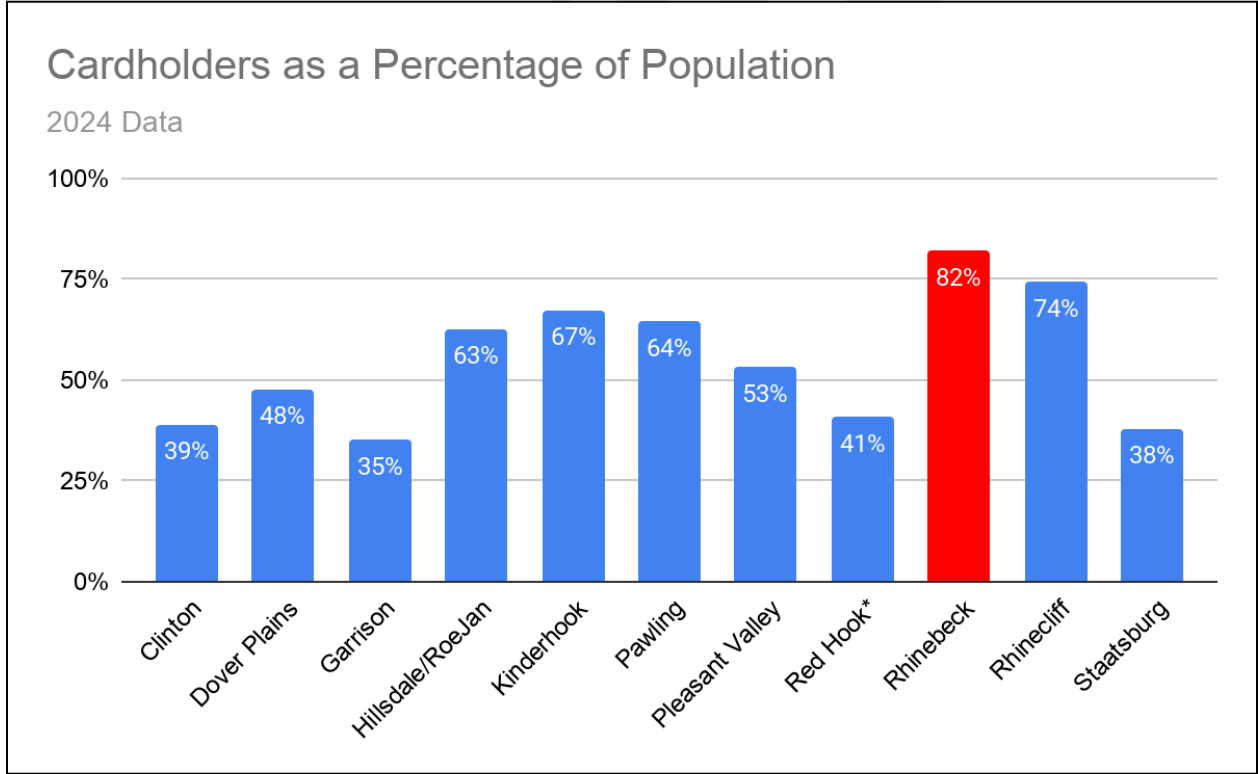
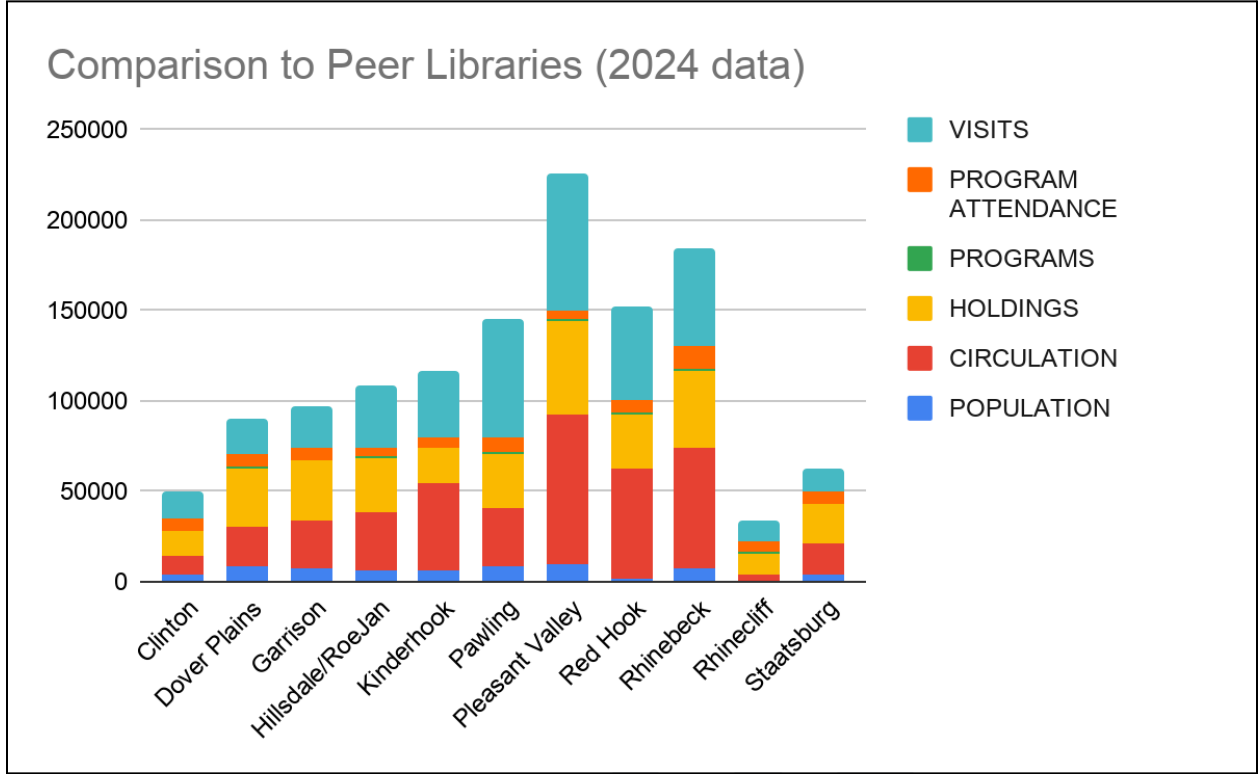
Comparison with peer libraries (those of similar size or in adjacent towns) in the region shows Starr Library operating with high levels of activity relative to staffing and facility size. The library demonstrates strong cardholder engagement, high program attendance, and significant visitation levels compared to similarly sized institutions.

This performance indicates effective use of existing resources while highlighting pressures created by high utilization.

Implications for planning

- Demand for services is strong relative to existing infrastructure and staffing.
- Continued growth may require additional capacity in space, technology, or personnel.
- Comparative data supports strategic investment in facilities and organizational development.

Charts and Tables



General Information

GENERAL	Population	Cardholders	Type	Square Feet	FTEs ⁴
Clinton	4,037	1,569	Association	2,400	3.86
Dover Plains	8,415	4,015	Association	5,000	5.35
Garrison	7,221	2,544	Association	9,467	11
Hillsdale	6,617	4,145	Association	7,500	4.28
Kinderhook	6,404	4,317	Association	2,570	4.66
Pawling	8,012	5,159	Association	3,148	6.17
Pleasant Valley	9,799	5,205	Association	8,500	6
Red Hook ⁵	13,600	5,552	Public	4,750	5.93
Rhinebeck	7,596	6,228	Association	10,684	5.96
Rhinecliff	622	463	Association	11,000	3
Staatsburg	3,529	1,338	Public	1,600	2.77

Services

SERVICES	Circulation	Holdings	Programs	Program Attendance	Visits
Clinton	10,468	12,869	574	7,049	15,108
Dover Plains	21,624	32,797	546	7,347	19,002
Garrison	26,638	32,680	478	6,974	22,435
Hillsdale	31,133	30,971	325	5,437	33,773
Kinderhook	48,292	18,929	518	5,454	36,535
Pawling	32,734	30,035	793	8,508	65,404
Pleasant Valley	82,938	51,482	607	4,699	75,693
Red Hook	60,261	30,278	557	7,440	52,094
Rhinebeck	65,965	43,006	796	12,606	54,000
Rhinecliff	3,557	11,313	411	6,251	11,575
Staatsburg	17,385	21,919	363	6,631	13,105

⁴ Full-time Equivalents: total hours worked by all employees in an average week divided by the number of hours in a full-time employee's week.

⁵ The combined population of the Towns of Red Hook and Milan, including unchartered service areas.

Financials

FINANCIAL	Total Budget	Public Funds	Materials	Total Personnel	Per Cap Local Funding
Clinton	\$251,020	\$150,179	\$19,130	\$129,940	\$37.20
Dover Plains	\$299,041	\$275,000	\$19,564	\$240,347	\$32.68
Garrison	\$538,538	\$342,500	\$25,795	\$567,404	\$47.43
Hillsdale	\$450,788	\$148,139	\$37,180	\$256,234	\$22.39
Kinderhook	\$538,557	\$311,636	\$36,510	\$312,877	\$48.66
Pawling	\$723,753	\$634,379	\$38,697	\$354,959	\$79.18
Pleasant Valley	\$661,610	\$525,000	\$111,232	\$353,855	\$53.58
Red Hook	\$584,411	\$461,060	\$31,457	\$285,570	special case
Rhinebeck	\$805,135	\$465,072	\$66,294	\$456,141	\$61.23
Rhinecliff	\$194,382	\$107,000	\$1,836	\$104,451	special case
Staatsburg	\$242,934	\$200,917	\$18,221	\$135,202	\$56.93

Key Conditions & Trends (Summary)

Several themes emerge across the current environment analysis and directly inform the strategic goals of this plan:

- Starr Library functions as a high-use community hub with diverse and competing demands for space.
- Program attendance and community partnerships continue to grow, increasing operational complexity.
- Staffing levels are lean relative to service expectations and organizational scope.
- The existing facility is heavily utilized and increasingly constrained by layout and infrastructure limitations.

- Technology access remains central to equitable service delivery and requires ongoing investment.
- Demographic trends suggest continued demand for adult and senior programming while maintaining strong youth engagement efforts.
- Financial sustainability depends on balancing public funding with successful private support and long-term planning.

Together, these conditions highlight the need for strategic investment in people, systems, facilities, and financial sustainability to support continued growth and community impact.

Part B. Strategic Goals

Mission

We inspire curiosity and foster community engagement by providing a welcoming space for learning, exploration, and connection. Through free and open access to ideas, creativity, discovery, and technology, we empower individuals and strengthen our community.

Vision

We envision a library that goes beyond books—offering dynamic resources, flexible spaces, and enriching experiences that support lifelong learning and meaningful connections. A modern, accessible library will ensure everyone in our community has the opportunity to grow, create, and thrive.

Goal 1: Inspire Lifelong Learning and Creativity for All

Purpose:

Curiosity and creativity are at the heart of our mission. We will expand opportunities for hands-on learning, shared experiences, and skill-building that engage every age group.

Strategies and Measurable Objectives:

1. **Grow programs that encourage hands-on learning and creativity.**

- Adjust program statistics gathering to capture this info and the number of staff-led programs so we can establish a baseline and then build in successive years, as long as the growth is sustainable

2. Maintain offerings for youth, families, adults, and seniors in diverse formats.

- Lectures, instructional workshops (media literacy, technology), clubs & peer groups, performances, virtual (example: gentle at-home exercises for seniors), community events (potlucks, seasonal celebrations, patron appreciation events)
- New possibilities include intentionally intergenerational programs and adding a Saturday Storytime
- Increase virtual programs, especially in the winter
- Introduce participant surveys at programs

3. Invest in library-led innovation and staff-designed programming.

- Additional pay for staff-led programs
- Maintain at least one program per month to be developed and fully led by staff
- See also Goal 3 “Strengthen Our Capacity to Grow and Lead”

4. Continue expanding partnerships for civic engagement.

- Find ways to increase connection and understanding across partisan divide
- Legislator breakfasts / in-library office hours
- Town / Village committees or town hall forums in library

5. Elevate youth voices in program design and collection development.

- Increase engagement with teens
- Explore possibilities for surveying teens through school
- Increase partnerships with schools through clubs, teachers, counselors, advisory, library visits
- Work towards building a regular field trip (either students come to the library or librarians go to the schools)
- Revive efforts to establish a teen advisory council

6. In 2026: Adjust program tracking systems and introduce satisfaction/learning outcomes metrics:

- Number of programs and attendance by age group and by program type
- Percentage of programs led or developed by staff
- Youth involvement in advisory or volunteer roles

- Participant satisfaction and learning outcomes

Existing Efforts and Recent Accomplishments:

- **Expanded youth programs:** doubled Music & Movement and Storytime sessions; added Family Yoga, Connect & Play, Lego Club, STEAM workshops, book clubs, therapy dog visits, DIY/zine workshops, and multicultural craft activities
 - **Expanded adult programming:** author talks, civic literacy events, climate series, financial/health literacy programs
 - Partnership program with Rhinebeck @ Home three years and counting
 - See annual report to the community
-

Goal 2: Expand Access, Inclusion, and Belonging

Purpose:

Inspiring curiosity and fostering community engagement means ensuring *everyone* feels welcome and represented. We will deepen outreach and partnerships to ensure all community members see Starr Library as their space.

Strategies and Measurable Objectives:

1. Strengthen inclusive programming and outreach.

- Introduce *four new children's programs each year* that expand cultural understanding and attract new users.
 - Begin with quarterly multicultural or bilingual story times for ages 5–8, building off world celebrations and folktales.
 - Collaborate with local businesses, schools, and patrons who are native speakers of other languages.
 - Recruit volunteers through newsletters, social media, and personal outreach.
- Create space for at least *one new affinity or interest group each year* to foster community engagement in new ways.
 - Examples: Queer Horror Book Club, community potlucks, media literacy programs and dialogues to bridge political divisiveness, or Mental Health Book Club.

2. Build belonging and volunteer engagement.

- Host *quarterly volunteer training and appreciation events* (e.g., morning coffee before opening).
- Establish a volunteer corps to distribute monthly flyers at *ten or more community locations* (laundromat, Mexican grocery, gas stations, food pantry, gym, churches, etc.).
- Develop consistent “shelf-reading” and section stewardship assignments for volunteers.

3. Assess engagement and remove barriers to participation.

- Conduct *participant surveys* for at least one program per month.
 - Questions include: How did you hear about this? What did you learn? Did you make a new connection? What could we improve?
- Use survey feedback to refine marketing, program mix, and accessibility.
- Review and update the Collection Development Policy to clearly articulate inclusivity and representation standards while maintaining quality.

Existing Efforts and Recent Accomplishments:

- **Outreach and Collaborations:** BeckHook Pride Parade/LFL, ENL nights, Senior Info Fairs, Climate Action events, Farmers’ Market, DAR Scavenger Hunt, Rotary Club, PTSO, Town and Village programs, Roger Phillips Concert Committee
- **Inclusive Programming:** All Abilities and neurodiverse programs, dementia and Parkinson’s support
- **Collections and Accessibility:** Doubled Spanish children’s collection (grant-funded); added translation button to website
- **Staff and Training:** Provided social justice training and modified hiring practices to promote staff diversity
- See annual report to community

Goal 3: Strengthen Our Capacity to Grow and Lead

Purpose:

A mission-driven library requires strong people and systems. By investing in staff, board, and tools, we ensure Starr Library can continue to lead with excellence and sustain the growth demanded by our community.

Strategies and Measurable Objectives:

1. Provide staff development and leadership opportunities.

- Track at least one training per staff member per year, either in person or virtual

- Encourage attendance and/or host low-cost or free PD for everyone on staff; encourage staff to share back what they learn
 - Hold informal feedback conversations at least twice a year with all staff and documentation. Maintain shared notes from staff meetings.
 - Continue to optimize internal operations through thoughtful adjustment of roles and responsibilities, revisiting job descriptions annually.
2. **Support active board engagement** in governance, fundraising, and strategic direction.
- Annual board self-evaluations
 - Encourage attendance at county-wide or system-wide board trainings beyond required 2 hours
3. **Expand systems for data-driven decision making**, evaluation, and transparency.
- See also: program surveys and revamping program statistics categories
 - Continue evaluating software needs (museum pass loans, library of things, calendar, events management, financial tracking, donor management, online payments)
 - Explore the need for devices among staff to ensure there is equity among staff to access training opportunities
 - Continue to build and maintain a comprehensive set of policies, procedures, and documentation
 - Review and revise or re-approve all policies at least once every five years
 - At every staff meeting, review and answer questions related to at least one policy

Sample Metrics:

- Staff training hours and leadership roles developed
- Evaluation systems adopted and regularly reported
- Board participation in training and fundraising initiatives
- Completion and accessibility of core policies and manuals

Existing Efforts and Recent Accomplishments:

- Created a third FT staff position; raised wages/benefits, added health insurance for FT staff
- Staff attended conferences and other trainings (youth mental health, social justice, teaching writing)
- Regular staff meetings, evaluations, shared Google Workspace, and stronger communication systems
- Modernized financial operations with QuickBooks Online and integrated payroll, credit cards, and banking; adopted Bloomerang donor system

Goal 4: Shape a Thoughtful, Accessible, and Future-Ready Facility

Purpose:

Our mission depends on having a space that is flexible, inclusive, and inspiring. As community needs evolve, so must our building. By shaping a thoughtful and accessible facility, we ensure the library continues to foster curiosity, creativity, and connection for all.

Strategies and Measurable Objectives:

1. **Maintain and improve the current facility**, planning and budgeting for major system failures or capital repair needs.
 - In 2026: develop comprehensive building maintenance and risk assessment plan, as well as disaster plans
 - Build up capital repair fund account to cover major needs over the next few years
 - Aggressively pursue grants
2. **Enhance comfort, accessibility, and usability of the existing space** to support programmatic growth.
 - In 2026: Begin adding mini-split system components to supplement existing HVAC (grant funded); implement curb cut project to improve parking lot accessibility (grant funded); upgrade audio/visual equipment (grant funded)
 - 2027-2030: Continue building HVAC capacity with additional mini-splits; develop plans and budgets for possible roof replacement, lighting upgrades in Children's Wing, interior and exterior painting; expand outdoor and adaptable spaces to support a range of experiences
3. **Align future facility renovation and expansion work with evolving community needs**—creating flexible, inclusive spaces for learning, creativity, and connection. Prioritize accessibility, sustainability, and multi-use spaces.
 - Continue to engage the community in planning for right-sized, sustainable expansion with focus groups and/or surveys at least once a year
 - The Board is prioritizing strategizing for the expansion and renovation and is working to advance the project in the next year. *By 2027, this section of the Long Range Plan will be supplemented with additional information.*

Existing Efforts and Recent Accomplishments:

- **Accessibility:** fixed pavement gaps near ADA parking, added handrails, new front doors, improved signage, added website accessibility button
 - **Comfort:** Community Room facelift with repainting, soft window shades, clutter reduction, new storage shed, rearranged Children's Room
 - **Usability:** Shelf-shifting across collections to improve flow; added colorful furniture and signage in children's and teen spaces; added benches, picnic tables, laptop bar, coffee station, and refreshed book displays
 - **Planning:** Engaged architects, stakeholders, and lawyers in expansion planning
-

Goal 5: Build Financial Strength to Support a Thriving Future

Purpose:

To remain a welcoming and vibrant hub for learning and connection, Starr Library must be financially strong. Adequate resources allow us to support innovative programs, care for our space, and prepare for the next phase of growth.

Strategies and Measurable Objectives:

1. Implement multi-year financial planning that aligns with strategic priorities.
 - Track annual growth in unrestricted giving, grant revenue, and endowment balance
2. Steadily expand individual annual giving, grants, sponsorships, and legacy gifts to support operations and long-term growth.
 - Increase donor engagement through compelling impact stories and regular reporting
 - Reduce reliance on endowment distributions to allow our investments to grow faster
 - Grow the endowment by increasing community awareness of planned giving opportunities
 - Conduct outreach to local financial advisors and estate lawyers
3. Launch a successful capital campaign.
 - Expand systems, staffing, and tools for sustainable fundraising
 - Build a base of major donors
 - Determine achievable goals

Potential Timeline:

- 2026: Finalize financial forecast and planned giving materials; campaign feasibility study

- 2027–2028: Public phase of capital campaign and expanded fundraising events
- 2029–2030: Assess sustainability of fundraising strategies and update financial plan

Existing Efforts and Recent Accomplishments:

- Increased town tax levy 37% from 2023 to 2026 through two general election votes with more than 70% approval rates.
 - Annual appeal raised nearly \$94k in unrestricted donations in 2024 (ahead of prior year by \$30k) and almost \$96k in 2025. Benefit fundraisers in 2023 and 2025 raised a total of more than \$100k. Tripled digital donations 2021–2025; added stock transfer, donor advisory fund and fee coverage options.
 - Applied for and awarded more than \$70k in grants since 2023.
 - Achieved significant cost savings through vendor switches and contract renegotiations.
-

Closing Statement

Our Long Range Plan affirms that the work of Starr Library is about more than programs and services—it is about ensuring our resources and spaces evolve with the people we serve. By strengthening our foundation, shaping an adaptable facility, and investing in inclusion and creativity, we will continue to inspire curiosity, foster connection, and serve as a true community hub for Rhinebeck.

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	3200135540
1.2Library Name	STARR INSTITUTE
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Rhinebeck
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year

1.14Street Address	68 WEST MARKET STREET
1.15City	RHINEBECK
1.16Zip Code	12572
1.17Mailing Address	68 WEST MARKET STREET
1.18City	RHINEBECK
1.19Zip Code	12572
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	8458764030
1.21E-Mail Address (enter M (Missing) if no E-Mail)	director@starrlibrary.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	https://starrlibrary.org
1.23Population Chartered to Serve (per 2020 Census)	7,596
1.24Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.26During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/12/2023
1.29Date the library was last registered	03/04/1915
1.30Federal Employer Identification Number	141558090
1.31County	DUTCHESS
1.32School District	Rhinebeck
1.33Town/City	Rhinebeck
1.34Library System	Mid-Hudson Library System

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THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35aPresident/CEO Name	
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

-
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36First Name of Library Director/Manager	Jaclyn
1.37Last Name of Library Director/Manager	Savolainen
1.38NYS Public Librarian Certification Number	B2F2Q4E
1.39What is the highest education level of the library manager/director?	Master's Degree
1.40If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42E-mail Address of the Director/Manager	director@starrlibrary.org
1.43Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.44Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	Y
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-
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
Town of	Town	11/04/2025	Yes	municipal ballot	\$464,800	\$82,000	\$546,800

Rhinebeck	proposition (Chapter 414) (Ed. Law
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-

This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	Y
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-

Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
Town of Rhinebeck	Town	2023-11-07	municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))	\$464,800

Contractual Agreements

1.46Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided (select one):

Unusual Circumstances

1.47For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
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2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS**Cataloged Books**

2.1Adult Fiction Books	11,007
2.2Adult Non-fiction Books	9,977
2.3Total Adult Books (Total questions 2.1 & 2.2)	20,984
2.4Children's Fiction Books	9,266
2.5Children's Non-fiction Books	4,661
2.6Total Children's Books (Total questions 2.4 & 2.5)	13,927
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	34,911

Other Print Materials

2.8Total Uncataloged Books	5,000
2.9Total Print Serials	500
2.10All Other Print Materials	33
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	5,533
2.12Total Print Materials (Total questions 2.7 and 2.11)	40,444

ALL OTHER MATERIALS

2.13Audio - Physical Units	1,261
2.14Video - Physical Units	1,484
2.15Other Circulating Physical Items	310
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	3,055

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	43,499
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	1,751
2.19All Other Print Materials	9
2.20All Other Materials	19
2.21Total Additions (Total questions 2.18 through 2.20)	1,779

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1Library visits (total annual attendance)	55,000
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
3.2Registered resident borrowers	6,487
3.3Registered non-resident borrowers	10

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13Does the library have large print books?	Y
3.14Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	N
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	Y
electronic scanning and reading software, such as OpenBook	N
3.16Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	144
3.17bAttendance at Sessions Targeted at Children Ages 0-5	2,779
3.18aNumber of Sessions Targeted at Children Ages 6-11	87
3.18bAttendance at Sessions Targeted at Children Ages 6-11	1,505
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	20
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	131
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	587
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	6,714
3.21aNumber of General Interest Program Sessions	72
3.21bAttendance at General InterestProgram Sessions	3,572
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	910
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	14,701

Live Programs Categorized by Venue

3.24aTotal Live Onsite Program Sessions	890
3.24bTotal Live Onsite Program Attendance	12,686
3.25aTotal Live Offsite Program Sessions	18
3.25bTotal Live Offsite Program Attendance	1,840
3.26aTotal Live Virtual Program Sessions	2
3.26bTotal Live Virtual Program Attendance	175
3.27Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	910
3.28Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	14,701

Prerecorded and One-on-One Programs

3.29Total Number of Prerecorded Program Presentations	0
3.30Total Views of Prerecorded Program Presentations within 30 Days	0
3.31One-on-One Program Sessions	0
3.32Attendance at One-on-One Program Sessions	0

Teen-Led Promotions

3.33Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34aDo library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34bDoes your library use Facebook for promotion?	Yes
3.34cDoes your library use Instagram for promotion?	Yes
3.34dDoes your library use Twitter/X for promotion?	No
3.34eDoes your library use TikTok for promotion?	No

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	0
3.38Young adults registered for the library's summer reading program	0
3.39Adults registered for the library's summer reading program	0
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	0
3.41aChildren's program sessions - Summer 2025	77
3.41bChildren's program attendance - Summer 2025	1,590
3.42aYoung adult program sessions - Summer 2025	1
3.42bYoung adult program attendance - Summer 2025	15
3.43aAdult program sessions - Summer 2025	17
3.43bAdult program attendance - Summer 2025	692
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	95
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	2,297
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48Public school district(s) and/or BOCES	1
3.49Non-public school(s)	0
3.50Childcare center(s)	0
3.51Summer camp(s)	1
3.52Municipality/Municipalities	1
3.53Literacy provider(s)	0
3.54Other (describe using the State note)	0
3.55Total Collaborators (total 3.48 through 3.54)	3

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions	90
3.57bFocus on birth - school entry (kindergarten) attendance	1,957
3.58aFocus on parents & caregivers sessions	0
3.58bFocus on parents & caregivers attendance	0
3.59aCombined audience sessions	0
3.59bCombined audience attendance	0
3.60Total Sessions	90
3.61Total Attendance	1,957

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s)	No
3.62b.Public School District(s) and/or BOCES	No
3.62c.Non-Public School(s)	No
3.62d.Health care providers/agencies	No
3.62e.Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	4
3.76bTotal group program attendance	74
3.77aTotal one-on-one program sessions	29
3.77bTotal one-on-one program Attendance	55

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25 slides).

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books	20,741
4.2 Adult Non-fiction Books	11,223
4.3 Total Adult Books (Total questions 4.1 & 4.2)	31,964
4.4 Children's Fiction Books	23,407
4.5 Children's Non-fiction Books	4,768
4.6 Total Children's Books (Total questions 4.4 & 4.5)	28,175
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)	60,139

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	867
4.8bCirculation of Adult Other Materials - Audio/Visual	7,304
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	0
4.9bCirculation of Children's Other Materials - Audio/Visual	703
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	867
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	69,013
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions ¹	1,200
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
4.15Does the library offer virtual reference?	N

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	14,282
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	12,333
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E-RATE

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	N
4.20If yes, in which consortium are you participating?	

5. ELECTRONIC USE**Electronic Holdings**

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1Did the library provide access to e-books purchased solely by the library?	Yes
5.2Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4Did the library provide access to e-serials purchased solely by the library?	Yes
5.5Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	Yes
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	No
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	No

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	8,813
5.20The total circulation of e-serials during the reporting period.	5,255
5.21The total circulation of e-audio during the reporting period	9,678
5.22The total circulation of e-videos during the reporting period.	1,713

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.50
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2Library Director (certified)	1.00
6.3Vacant Library Director (certified)	0.00
6.4Library Manager (not certified)	0.00
6.5Vacant Library Manager (not certified)	0.00
6.6Librarian	2.00
6.7Vacant Librarian	0.00
6.8Library Specialist/Paraprofessional	0.00
6.9Vacant Library Specialist/Paraprofessional	0.00
6.10Other Staff	3.20
6.11Vacant Other Staff	0.00
6.12TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	6.20
6.13VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14FTE - Library Director(certified)	1
6.15Salary - Library Director (certified)	\$92,582
6.16FTE - Library Manager (not certified)	0
6.17Salary - Library Manager (notcertified)	\$0
6.18FTE - Librarian	0
6.19Salary - Librarian	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your

library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1Main Library	1
8.2Branches	0
8.3Bookmobiles	0
8.4Other Outlets	0
8.5TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6Minimum Weekly Total Hours - Main Library	60.00
8.7Minimum Weekly Total Hours - Branch Libraries	0.00
8.8Minimum Weekly Total Hours - Bookmobiles	0.00
8.9Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	60.00
8.10Annual Total Hours - Main Library	2,513.00
8.11Annual Total Hours - Branch Libraries	0.00
8.12Annual Total Hours - Bookmobiles	0.00
8.13Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,513.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location		1. Outlet Name	2. Outlet Name Status
STARR LIBRARY		STARR LIBRARY	no change from the prior year

Address

Location		3. Street Address	4. Outlet Street Address Status
STARR LIBRARY		68 WEST MARKET STREET	no change from the prior year

Address / Phone

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
STARR LIBRARY		RHINEBECK	12572	(845) 876-4030

Contact

Location		8. E-mail Address	9. Outlet URL
STARR LIBRARY		info@starrlibrary.org	https://starrlibrary.org

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Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
STARR LIBRARY		DUTCHESS	Rhinebeck	Mid-Hudson Library System	Central Library

Hours / Meetings

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
STARR LIBRARY		2,513	52	2	2	115	Y

Building

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
STARR LIBRARY		LO	Library Board	Library Board	1975	2005

Space / Use

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
STARR LIBRARY		10,684	21	10,500	² Annual Estimate Based on Typical Week(s)

Internet Connection

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
STARR LIBRARY		DSL	11 Greater than or equal to 100 mbps and less than 1 gbps	6 Greater than or equal to 6 mbps and less than 10 mbps

Internet / WiFi

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
STARR LIBRARY		Frontier Communications	Password required	15,000	Annual Estimate Based on Typical Week(s)

Accessibility / Makerspace

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
STARR LIBRARY		Y	Y	N

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
STARR LIBRARY		3200135540	NY0234	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1Total number of board meetings held during calendar year (January 1,2025 to December 31, 2025)	12
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	9 - 11
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	10
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	3 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10.7a Status	10.7b First Name of Board Member	10.7c Last Name of Board Member	10.7d Mailing Address	10.7e City	10.7f Zip Code (5 digits only)	10.7g E-mail address	10.7h Office Held or Trustee	10.7i Term Begins - Month	10.7j Term Begins - Year	10.7k Term Expires	10.7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10.7n The date the Oath of Office (mm/dd/yyyy) was taken	10.7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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											Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex pired previous trustee? s term. Exempl e: Trustee is filli	county clerk (m m/dd/yy yy)		
Filled	Laura	Selicaro	5937 Rte Rhinebec 12572 9 k	Iselicaro	Trustee	January	2025	December 2027 r	³ Yes	N/A	N/A	N		
Filled	Mimi	Joh- Carnella	88 Montg Rhinebec 12572 omery St. k	mjhocarn ella@star rlibrary.or g	Trustee	January	2025	December 2027 r	Yes	N/A	N/A	Y		

Filled	Jay	Burgess	25 Pilgrim's Progress Rd	Rhinebec k	12572	jburgess@starrlibrary.org	Secretary	January 2026	December 2028	Yes	N/A	N/A	N
Filled	Heather	Dubuque	24 Cove Rd	Rhinebec k	12572	hdubuque@starrlibrary.org	Trustee	January 2026	December 2028	Yes	N/A	N/A	N
Filled	Jim	Ruderman	POB 398	Rhinecliff	12574	jruderman@starrlibrary.org	Financial Officer	January 2025	December 2027	Yes	N/A	N/A	Y
Filled	Alfred	Ragucci	308 Ivy Trl	Rhinebec k	12572	aragucci@starrlibrary.org	Vice President	January 2025	December 2027	Yes	N/A	N/A	N
Filled	Andrew	Schulkind	14 Peacock Rd	Rhinebec k	12572	aschulkind@starrlibrary.org	President	January 2026	December 2028	Yes	N/A	N/A	N
Filled	Tom	Mendl	47 Oakwood Ln	Rhinebec k	12572	tmendl@starrlibrary.org	Trustee	January 2026	December 2026	No	N/A	N/A	N
Filled	Erin	Humbau	24 Cove Rd	Rhinebec k	12572	ehumbau@starrlibrary.org	Trustee	January 2024	December 2026	Yes	N/A	N/A	N
Filled	Laura	Charles	403 Laurel Ln	Rhinebec k	12572	lcharles@starrlibrary.org	Trustee	January 2024	December 2026	Yes	N/A	N/A	N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
Town	Rhinebeck	\$464,987	Y	N

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Please Note: last year's answers for repeating groups cannot be displayed.

11.2 TOTAL LOCAL PUBLIC FUNDS	\$464,987
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	\$2,160
11.4 Record all Central Library Services Aid monies received from system headquarters	\$0
11.5 Additional State Aid received from the System	\$0
11.6 Federal Aid received from the System	\$0
11.7 Other Cash Grants	\$0
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,160

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10LSTA	\$0
11.11Other Federal Aid	\$0
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14Gifts and Endowments	\$48,788
11.15Fund Raising	\$132,856
11.16Income from Investments	\$3,444
11.17Library Charges	\$3,337
11.18Other	\$7,834
11.19TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$196,259
11.20TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$663,406
11.21BUDGET LOANS	\$0

Transfers / Grand Total**TRANSFERS**

11.22From Capital Fund (Same as Question 14.8)	\$0
11.23From Other Funds	\$0
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$232,868
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$896,274

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

STAFF EXPENDITURES**Salaries & Wages Paid from Library Funds**

12.1Certified Librarians	\$213,229
12.2Other Staff	\$126,952
12.3Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$340,181
12.4Employee Benefits Expenditures	\$99,633
12.5Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$439,814

COLLECTION EXPENDITURES

12.6Print Materials Expenditures	\$32,486
12.7Electronic Materials Expenditures	\$24,390
12.8Other Materials Expenditures	\$1,040
12.9Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$57,916

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10From Local Public Funds (71PF)	\$0
12.11From Other Funds (71OF)	\$0
12.12Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS**Repairs to Building & Building Equipment**

12.13From Local Public Funds (72PF)	\$8,249
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$8,249
12.16Other Disbursements for Operation & Maintenance of Buildings	\$76,552
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$84,801

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies	\$3,117
12.19Telecommunications	\$5,078
12.21Professional & Consultant Fees	\$36,575
12.22Equipment	\$2,960
12.23Other Miscellaneous	\$42,005
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$89,735

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$11,050
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	
12.27From Other Funds (73OF)	
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	
12.30Short-Term Loans	
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$683,316

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	
12.34From Other Funds (76OF)	
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$7,125
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$7,125
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$690,441
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$205,833
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$896,274

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/23/2026
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FISCAL AUDIT

12.42Last audit performed (mm/dd/yyyy)	11/14/2025
12.43Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024-12/31/2024
12.44Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1Revenues from Local Government Sources	\$0
13.2All Other Revenues from Local Sources	\$0
13.3Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

STATE AID FOR CAPITAL PROJECTS

13.4State Aid Received for Construction	\$0
13.5Other State Aid	\$0
13.6Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8Transfer from Operating Fund(Same as Question 12.35)	
13.9TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10NON-REVENUE RECEIPTS	\$0
13.11TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1Construction	\$0
14.2Incidental Construction	\$0

Other Disbursements

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9NON-PROJECT EXPENDITURES	\$0
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$0
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$0

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	2.81
16.2Total Librarians	2.81
16.3All Other Paid Staff	3.00
16.4Total Paid Employees	5.81
16.5State Government Revenue	\$2,160
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$196,259
16.8Total Operating Revenue	\$663,406
16.9Other Operating Expenditures	\$185,586
16.10Total Operating Expenditures	\$683,316
16.11Total Capital Expenditures	\$0
16.12Print Materials	40,411
16.12aTotal Physical Items in Collection	42,238
16.13Circulation of Children's Physical Material	28,878
16.14Total Registered Borrowers	6,497
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	21
16.17Total Uses (sessions) of Public Internet Computers Per Year ⁴	10,500
16.18Wireless Sessions ⁵	15,000
16.19Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	3200135540
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Non-profit Association or Agency
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0234
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	-3
Old FSCSKEY	-3

SUGGESTED IMPROVEMENTS

Library Name:	STARR INSTITUTE
Library System:	Mid-Hudson Library System
Name of Person Completing Form:	Jaclyn Savolainen
Phone Number:	(845) 876-4030
I am satisfied that this resource (LibPAS) is meeting library needs:	Agree
Applying this resource (LibPAS) will help improve library services to the public:	Yes
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

¹, 4.14 Estimate(0-2026-04-02)

², 27a Estimate(0-2026-04-02)

³, 10.7p Tom is filling the last year of Eve Wood's term, which was supposed to be from 1/24 to 12/26(0-2026-04-02)

⁴, 16.17 This is an estimate so we kept the same number(0-2026-04-08)

⁵, 16.18 This is an estimate so we kept the same value(0-2026-04-08)

INSTRUCTIONS FOR COLLECTING PETITION SIGNATURES

1. ALWAYS ASK:
 - Do you live in 12572 or 12574?
 - Are you registered as a voter in Rhinebeck?
2. Check that names and addresses are legible.
3. We will look up the Election District afterwards.
4. Fill in your own name and address in the witness statement at the bottom and sign every sheet.
5. Bring completed petition sheets to the library as you go.

PETITION TO INCREASE TOWN FUNDING TO THE STARR LIBRARY

I the undersigned do hereby state that I am a registered voter of the Town of Rhinebeck, County of Dutchess, State of New York; that my present place of residence is truly stated opposite my signature hereto, and that I do hereby petition that the following question be placed upon the ballot and voted on at the next general election of the Town of Rhinebeck:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF RHINEBECK FOR THE OPERATING BUDGET OF THE STARR LIBRARY BE INCREASED BY XXXXX THOUSAND DOLLARS (\$xx,000) TO THE SUM OF xxxxxx THOUSAND AND xxxxx HUNDRED DOLLARS (\$xxx,xxx) ANNUALLY?

Date	Printed Name	Signature	Residential Address (in Town of Rhinebeck - include town and zip code and, if different, mailing address)	Election District
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

STATEMENT OF WITNESS

I, _____ (insert name of witness) state: I am a duly qualified voter in the State of New York and I am also duly qualified to sign the petition I now reside at _____ (list both physical address and mailing address, if not identical) which is in the ____ (fill in election district) of the ____ (fill in Ward, if any) in the Town of Rhinebeck in the County of Dutchess. Each of the individuals whose names are subscribed to this petition sheet containing ____ signatures, subscribed the same in my presence on the dates indicated and identified himself or herself to be the individual who signed this sheet. I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date: _____

Signature of Witness

CONFIDENTIALITY AGREEMENT FOR TRUSTEES

As a member of the Board of Trustees of Starr Library, I recognize that I have a fiduciary duty of care and loyalty to the organization, which includes a duty to maintain the confidentiality of certain information.

In the course of my service, I may have access to confidential or sensitive information regarding Starr Library or third parties. "Confidential Information" includes, but is not limited to, non-public information related to the Library's operations, finances, personnel, donors, patrons, policies under development, and internal discussions or documents not intended for public distribution.

I agree to the following:

1. Non-Disclosure

I will not disclose Confidential Information to any person outside the Board of Trustees and authorized staff, unless disclosure is required by law or expressly authorized by the Board of Trustees or the Library Director.

2. Appropriate Use

I will not use Confidential Information for personal, professional, or financial benefit, or for the benefit of any other individual or organization.

3. Care in Handling Information

I will take reasonable steps to safeguard Confidential Information, including avoiding discussion of sensitive matters in public or unsecured settings and protecting documents from unauthorized access.

4. Scope of Confidentiality

Confidential Information does not include:

- Information that is publicly available through official Library channels;
- Information lawfully obtained from a third party without restriction; or
- Information required to be disclosed by law.

5. Board Deliberations

I understand that Board discussions, particularly those involving personnel matters, legal issues, financial matters, or policies under consideration, are confidential unless and until formally approved for public release.

6. Return of Materials

Upon leaving the Board, I will return or securely destroy any confidential materials in my possession, if requested.

7. Continuing Obligation

This obligation of confidentiality continues after my service on the Board has ended.

I acknowledge that failure to adhere to this agreement may result in action by the Board of Trustees, consistent with applicable policies and law.

This agreement should be read in conjunction with the Library's Conflict of Interest Policy and Code of Ethics.

Acknowledgment

I have read and understand this Confidentiality Agreement and agree to abide by its terms.

Name: _____

Signature: _____

Date: _____