

September 21, 2023
Board of Trustees Materials Packet

Agenda

- 1) Call to order / roll call of members
- 2) Message from the President
- 3) Adoption of Agenda
- 4) Approval of Previous Board Minutes
- 5) Introduction of New Board Members
- 6) Board Development (committee assignments)
- 7) 125th Birthday Celebration
- 8) Annual Appeal
- 9) Personnel Actions
- 10) New Library Hours (vote)
 - a) Monday – Thursday: 10 a.m. - 7 p.m.
 - b) Friday: 10 a.m. - 5 p.m.
 - c) Saturday: 11 a.m. - 3 p.m.
- 11) HR Report
- 12) Treasurer/Finance Officer's Report
 - i. Monthly Cash Flow
 - ii. Balance Sheet
 - iii. Budget vs Actuals
 - iv. Warrant
- 13) Director's Report
- 14) New Business
- 15) Period for public expression
- 16) Other Business
- 17) Adjournment

Approval of Previous Board Minutes (8/17/23)

The Board of Trustees Red Hook Public Library August 17th, 2023

BOARD MINUTES

Present: Don O'Shea, Gareth Davies, Anna Greig, Sarah deVeer, Amy Husten, and Alex Geller

Absent: N/A

Guests: Leigh Bahnatka

Don brought the meeting to order at 6:36 PM.

- President's Message: Don welcomed our guest to the meeting and again acknowledged the hard work of our recent outgoing board members, Sally and Josh.
- Don made a motion to accept the Agenda. Sarah seconded. All in favor 5-0.
- Approval of the July 20th's minutes:
 - Don made a motion to accept the Board minutes, **see attached (no corrections needed)**. Gareth seconded, All in favor 4-0 (Amy abstaining).
- Personnel Committee Minutes: **see attached report**.
 - Amy made a motion to accept the appointment of Lori Burns, to the position of Library Assistant Manager. Sarah seconded, 5-0 in favor.
 - Amy made a motion to accept the resignation of Reggie McLaughlin, from the position of Page. Don seconded, 5-0 in favor.
 - Don made a motion to accept the resignation of Thomas Langan, from the position of Library Clerk. Gareth seconded, 5-0 in favor.
 - Gareth made a motion to accept the resignation of Lily Jandrisevits, from the position of Tarver Intern. Don seconded, 5-0 in favor.
 - Amy made a motion to accept the resignation of Emilia Vella, from the position of Bard CCE intern. Anna seconded, 5-0 in favor.
 - Gareth made a motion to accept, Anna seconded. 5-0, all in favor.
- Personnel committee report-out, continued:

- The committee is still working with the HR firm to present a draft of the report at our next Board meeting. Final expense will be more expensive, due to more hours to complete the report.
 - Don also pointed out that the position of Board VP is currently vacant.
 - Gareth made a motion to accept, Anna seconded. 5-0, all in favor.
- **Fundraising committee report-out (See attached):**
 - The Community Card Program is still in progress. Alex is working with the school district on working out digital privacy protections. Don and Amy will consult with Robert Schofield about the compliance officer's legal concerns.
 - New since the meeting: Alex applied for the Community Foundation grant!
 - Amy approached Robert McKeon about utilizing St. Margaret's for the 125th birthday celebration.
 - Sarah presented the "library as a birthday cake" 125th design, created by local artist Jamie Hoelzel.
 - Gareth made a motion to accept, Anna seconded. 5-0, all in favor.
- **The Treasurer / Finance Officer's report:**
 - We're in great shape, financially! Amy is interested in exploring reserve investment accounts, to help preserve our financial health.
 - Amy presented the board with the ideas of increasing our mortgage payment.
 - Amy also discussed revising the fixed asset policy, since the threshold for the current policy is pretty low.
 - Amy will be revising the way we present the P&L and budget, to create a more collapsed, focus format.
 - Don makes a motion to accept the Treasurer's Report and the Warrant. Sarah seconded. All in favor, 5-0.
- **Director's report:**
 - Amy proposed changing the format of attendance comparison with the Director's Report. Anna suggested changing it to "change in attendance per program."
 - Alex specifically pointed out that foot traffic is up 25.6% compared to last month.
 - We discussed the misuse of the library hotspots. Alex is revising the checkout system to limit checkouts to ~3 times annually.
 - The board is interested in utilizing some of the bequest for the desperately needed new shelving.
 - Amy makes a motion to accept the Director's Report, Anna seconded. All in favor, 5-0.
- **New business:**
 - Policy & Fundraising (125th anniversary and Annual Appeal) Committee will meet on September 28th at 6pm
 - Trustee vacancies: The board expressed interest in extending the vacant seat to Leah.
 - The personnel committee will review the performance review process of the Manager position in late September or early October.
- **Public expression:**

- N/A

- Don made a motion to adjourn the meeting at 8:39pm. Amy seconded, 5-0 in favor.
- Minutes respectfully submitted by Sarah deVeer
 - The next scheduled Board meeting will be on September 21st at 6:30 PM.

Annual Appeal

- 1 Draft and approve annual appeal letter by 1st week in December
- 2 Email and mail hard copies of annual appeal letter by second week in December
- 3 Board member or staff secure a QR code to be included in all electronic appeal materials
Review Excel workbook of past years annual donations and have all Board members assign their names to potential donors. All Board members add new names to the spreadsheet of any new
- 4 potential donors.
Board members print out annual appeal letters to those assigned donors, write a short note to
- 5 donor on the appeal letter and sign their names. Letters go out before Dec. 15
Monthly Newsletter - announce in November that the Annual Appeal is approaching, Highlight
- 6 annual appeal and post on top of newsletter the Annual Appeal Letter (or a link to it)
Website - in December put Annual Appeal letter in the top scroll bar and highlight the annual
- 7 appeal is active
Beginning in December short version so Appeal letter is included with each patron's check out
- 8 items
- 9 Beginning in December a poster announcing the annual appeal is displayed at the front desk
- 10 3 Eblasts announcing the annual appeal go out the last 3 weeks in December
Social Media - 3-4 posts, including very short messages and videos, sent throughout the month of
- 11 December on FB, Instagram, Twitter, Tic Tok etc.
After the appeal has gone out, at the close of business each Friday, Library staff will send outang
- 12 update spreadsheet to all Board members on the current level on contributions received
Bord members check if their "assigned donors" have contributed. If so, a short personal hand
- 13 written thank you note/postcard is sent out

- For 2022 annual appeal - all donors who gave \$125 or more are listed at the bottom of the
- 14 newsletter thank them for their support

HR Report

August 21, 2023

Red Hook Public Library Board of Trustees
7444 S. Broadway Red Hook, NY 12571

Dear Board of Trustees:

Our firm has been retained to conduct an impartial and independent review of the Library's hiring practices, with a focus on the recent hire of a new Library Manager.

If you have any questions regarding this report, please do not hesitate to contact me at (518) 588-0098, or by e-mail at iloehner@publicsectorhr.org.

Sincerely,

Ian J. Loehner, SPHR, SHRM-SCP Senior Consultant

Enclosure

REPORT SUBMITTED TO: Red Hook Public Library

Submitted By: Public Sector HR Consultants LLC
August 21, 2023

PURPOSE OF REVIEW

In October of 2022, the Library's Library Manager informed the Board of Trustees that she would be retiring from her position at a future date. This prompted the Library's Board of Trustees to begin a hiring search to identify a qualified candidate to appoint to the position of Library Manager. The job was posted on two occasions and, ultimately, the Board of Trustees appointed Alexander Geller at their meeting on April 20, 2023. Throughout the process, the Board of Trustees faced public scrutiny from community members. The purpose of this review is to determine whether the Library conducted an appropriate, comprehensive, and compliant search in their effort to hire a new Library Manager, and, if necessary, to make recommendations as to how the Library could improve upon its hiring process in future searches.

SCOPE OF REVIEW

This review included conducting an interview with two Members of the Board of Trustees, Donald O'Shea, President, and Amy Husten, Secretary. This review also included examining the following documents:

- The By-Laws of the Red Hook Public Library, Inc.
- The Red Hook Public Library Amendment of Charter
- Civil Service Job Specifications for the titles of Library Director I and Library Manager
- A 2020 salary study prepared by the Mid-Hudson Library System
- Job Posting for Library Manager
- The resumes and supporting documentation submitted by applicants in January and March of 2023 for the Library Manager vacancy.
- The interview questions used by the Library during candidate interviews.

OVERVIEW

Upon learning that the previous Library Manager would be retiring, the Library Board of Trustees created a job description, which was submitted to Rebekkah Smith-Aldrich, the Executive Director of the Mid-Hudson Library System, to review for accuracy. After Ms. Smith-Aldridge gave her feedback, the Board of Trustees submitted the job description to the Dutchess County Department of Human Resources (also referred to as the Dutchess County Civil Service Department) to review and determine whether the appropriate civil service job title for the position would be Library Manager or Library Director. Beyond seeking to determine the most appropriate title for the position, the Board of Trustees also needed to determine whether or not they would be required to hire from a Civil Service Competitive Eligible List, or if the title would be in the Non-Competitive or Exempt Class under the local Civil Service Rules. It was determined by the Dutchess County Civil Service Department that the Library Manager title was an appropriate title for the position, and the Board of Trustees chose to fill its vacancy with that title rather than seeking to use the higher-qualification Library Director title. The Library Manager title is Non-Competitive in all civil divisions with a population under five thousand. This includes the Village of Red Hook.

To determine the most appropriate salary for the position, the Board of Trustees obtained from Ms. Smith-Aldridge the results of a salary study that was conducted by her organization in 2020. This survey provided salary data from sixty-four Libraries in the mid-Hudson area. The salary study provided, among other information, data on the number of years that the Library Manager or Library Director had been employed, the average salary for the Library Manager or Library Director, and the population that the Library served. Based on this data, the Board of Trustees decided on a starting salary range of \$60,000-\$69,000, which was competitive with the salaries for a Library Manager at comparable Libraries (in terms of population served and geographical location).

On December 22, 2022, the Board of Trustees voted to approve the Library Manager job description and to advertise the job vacancy. Nevertheless, the Library inadvertently posted the position as a "Library Director" rather than a Library Manager.¹ The posting was advertised in six

¹ This was a material error because the Library Director title requires candidates to possess a Master's Degree in Library Science (MLS) and a public librarian's professional certificate.

different locations, specifically, on the Red Hook Public Library Website and in the Library's Newsletter, the New York Library Association (NYLA) website, the American Library Association, on Handshake (at the Albany School of Library Science), the Southeast Library Resources Council, and in the Mid-Hudson Library System's Newsletter.

In late February of 2023, having not identified a candidate through its search, the Board of Trustees appointed an interim Library Manager to work on a part-time basis until a permanent, full-time Library Manager was hired. The interim Library Manager had prior experience working in a Library which included supervisory experience.

The Board of Trustees initially advertised the position for a total of one month and eight applicants submitted resumes. Among the eight resumes that were received, one stood out to the Board of Trustees as a top candidate. Before this candidate could be scheduled for an interview, the candidate took another job. Another candidate rescinded their application prior to being scheduled for an interview. The full Board of Trustees eventually interviewed two applicants in February of 2023, one internal candidate and one external candidate. The external candidate was hired by another Library during the interview process, and the Board of Trustees chose not to hire the internal candidate due to a lack of experience managing budgets, managing capital projects, and supervising employees. The internal candidate had been the Head of Programming, under the prior Library Manager.

After the first round of interviews, and after the decision was made not to hire the internal candidate, the Board of Trustees faced criticism from several community members, who called for greater transparency in the hiring process, and who advocated for the Board of Trustees to hire the internal candidate. On March 16, 2023, a group of community members attended the Library Board of Trustees meeting to express these concerns. In response to the criticism, the Board of Trustees posted a Letter to the Community on the Library's website addressing some of the concerns raised.

In early March of 2023, the vacancy was again advertised in each of the same locations, using the same salary range as was used in January of 2023, but this time using the Library Manager title as intended. The Board of Trustees reviewed all applications received. No internal candidates applied. Two applicants were selected for interviews, and both were interviewed twice. The Board of Trustees ultimately decided to offer the position to Alexander Geller. The Board Members interviewed as part of this review stated that, after extending an offer of employment to Mr. Geller, a background and reference screening was conducted. Mr. Geller was offered and accepted an annual salary of \$69,000, with a \$3,000 relocation bonus. Mr. Geller's first day of employment was June 5, 2023.

Mr. Geller possesses Masters degrees in Library Sciences and in History from Indiana University. He has professional experience as a Library Supervisor at Indiana University from July of 2013 to June of 2015. He then worked as a Senior Administrator at the Austin Library in Austin, Texas from September of 2015 to September of 2016. Mr. Geller had additional Library experience gained at the Berkshire Athenaeum located in Pittsfield, Massachusetts from May of 2017 to January of 2019, and with the Arlington (Virginia) County Government where he was Programs and Partnerships Librarian and Volunteer Manager from January of 2019 to May of 2021. Based on this career experience, he was undoubtedly qualified for the vacancy.

CONCLUSIONS & RECOMMENDATIONS

Based on human resources and civil service best practices, it is the conclusion of this review that the Red Hook Library Board of Trustees conducted a fair, and competent job search that resulted in the hire of Alexander Geller as the Library's new Library Manager. The only issue with the hiring process that was uncovered was that the Board of Trustees initially advertised the position as "Library Director," which was not the chosen civil service job title. Going forward, the Library should ensure that the proper civil service job title is used in all job postings.

While the Board of Trustees initially posted the position under the wrong job title, when the job was posted for a second time, in March of 2023, the chosen civil service job title (Library Manager) was used. The title of Library Director has a more stringent set of minimum qualifications that a candidate would need to meet in order to qualify for the position. In posting the position as a “Library Director” the Board of Trustees may have narrowed the potential pool of candidates that would apply for the position. It was not until the second time that the position was posted, where the position was posted under the correct job title, that Mr. Geller was hired. No candidate that was considered during the first job search was precluded from applying for the position when it was posted a second time.

A review of the resumes that were received by the Library Board of Trustees was conducted as part of this analysis. Through this review, it is clear that Mr. Geller’s qualifications most closely meet the criteria that the Board of Trustees identified as what they were looking for in their job search. The criteria set forth by the Board of Trustees as specified in the Job Posting for Library Manager included experience in library administration, supervising employees, and managing a budget. A review of Mr. Geller’s resume indicates that he possesses this experience.

Public Sector HR Consultants LLC has engaged in a good-faith effort to conduct an independent and impartial review of the Library’s hiring practice as it pertains to the recent hiring of a full-time Library Manager. This report has been prepared and submitted to convey the results of that review, which was based on interviews with two Members of the Board of Trustees and the information that was made available during the course of the review.

.
.

Personnel Actions

Personnel Actions

Recommended By

Library Manager

Current Situation

The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Executive Director.

Pending Personnel

Detailed in table below.

Actions

Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Yadira Ortiz	Library Clerk	Resignation	9/9/2023	\$15/Hour
Sydney McKay	Library Clerk	Appointment	9/25/2023	\$15/Hour
Sonia Lisboa-Ochoa	Library Assistant	Appointment	9/25/2023	\$15/Hour
Zoey Frontino	Page	Appointment	9/25/2023	\$14.25/Hour

All positions are part time unless otherwise stated.

Action Requested

MOVED that the Board of Trustees of the *[insert library name]* approve the personnel actions listed above.

Motion

Seconded

Moved _____

Result of Action

Against

Abstaining

In Favor _____

Cash Flow

**Red Hook Public Library, Inc.
Income and Expenditure History & Projection
2023**

	Actual								Projected			
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Income												
11.20												
Total Operating Receipts												
11.19												
Total Other Receipts												
11.14												
Gifts and Endowments	\$86,061	\$3,410	\$5,248	\$34	\$129	\$4,475	\$174	\$364	\$51,350	\$350	\$350	\$10,487
11.16												
Income From Investments	\$341	\$296	\$342	\$458	\$453	\$443	\$383	\$463	\$450	\$450	\$450	\$450
11.17												
Library Charges	\$260	\$423	\$332	\$258	\$191	\$319	\$337	\$363	\$984	\$353	\$271	\$396
Fund Raising Income	\$2,282	\$2,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350	\$5,000
Total 11.19												
Total Other Receipts	\$88,944	\$6,679	\$5,922	\$750	\$773	\$5,238	\$894	\$1,190	\$52,784	\$1,153	\$1,421	\$16,333
11.20												
Local Public Funds	\$0	-\$200	\$225,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$196,600	\$0
Garbage Tags Income	\$201	\$105	\$267	\$207	\$159	\$303	\$195	\$306	\$0	\$0	\$120	\$486

Grants	\$0	\$0	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total 11.20 Total Operatin g Receipts	\$89,145	\$6,584	\$232,389	\$957	\$932	\$5,541	\$1,089	\$1,496	\$52,784	\$1,153	\$198,141	\$16,819
11.8 System Cash Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$143
Employe e Contribu tions	\$0	\$0	\$0	\$0	\$1,083	\$1,748	\$944	\$0	\$0	\$0	\$0	\$0
Uncateg orized Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Income	\$89,145	\$6,584	\$232,389	\$957	\$2,015	\$7,289	\$2,032	\$1,496	\$52,784	\$1,153	\$198,141	\$16,962
Expendit ures												
12.17 Total Operatio n/Maint												
12.13 Repairs	\$1,548	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,406	\$0
12.16 Other Disburse ments												
Contract Labor	\$3,487	\$153	\$508	\$1,643	\$334	\$730	\$495	\$1,962	\$153	\$1,644	\$1,106	\$499
Equipme nt Repairs	\$24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fuel Oil	\$887	\$791	\$819	\$422	\$255	\$0	\$0	\$0	\$0	\$0	\$266	\$331
Insuranc e	\$471	\$0	\$460	\$460	\$0	\$634	\$1,486	\$802	\$471	\$471	\$471	\$471
Rent/M ortgage	\$2,741	\$2,741	\$2,741	\$2,741	\$2,741	\$2,741	\$2,741	\$2,741	\$2,741	\$2,741	\$5,482	\$5,482
Utilities	\$422	-\$1,444	\$0	\$264	\$0	\$0	\$342	\$0	\$341	\$368	\$248	\$217

Collection												
12.6												
Print Materials	\$1,555	\$508	\$48	\$1,946	\$965	\$745	\$1,154	\$64	\$466	\$536	\$1,215	\$400
12.8												
Other Materials	\$85	\$2,021	\$250	\$1,128	\$0	\$1,776	\$298	\$307	\$345	\$1,019	\$1,730	\$564
Total												
12.9												
Total Collection	\$1,640	\$2,529	\$298	\$3,074	\$965	\$2,520	\$1,452	\$371	\$812	\$1,555	\$2,944	\$964
Garbage Tags Expense	\$273	\$312	\$201	\$207	\$219	\$207	\$243	\$240	\$324	\$126	\$96	\$129
Total Expenditures	\$39,507	\$31,427	\$42,152	\$34,692	\$24,074	\$30,407	\$27,448	\$38,225	\$29,413	\$33,515	\$37,014	\$43,052
Net Operating Cash Flow	\$49,638	\$24,843	\$-190,237	\$33,735	\$22,059	\$23,118	\$25,415	\$-36,730	\$23,371	\$32,362	\$-161,128	\$26,089
Ending Operations Checking/Savings								\$410,406	\$433,777	\$401,415	\$562,543	\$536,454

Balance Sheet

Red Hook Public Library, Inc.

Balance Sheet

As of August 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Capital Balance - 13.12/14.12	0.00
Capital Funds-KeyBank MMkt	76.49
M&T Capital Savings	15,912.18
Total Capital Balance - 13.12/14.12	15,988.67
Operating Balance - 11.25/12.38	0.00
KeyBank Operations Checking	0.00
KeyBank Stabilization Reserve Fund	21.88
M&T Operations Checking	23,502.21
M&T Operations Savings	386,903.57
M&T Stabilization Reserve	24,251.88
Total Operating Balance - 11.25/12.38	434,679.54
Total Bank Accounts	\$450,668.21
Total Current Assets	\$450,668.21
Fixed Assets	
Fixed Assets	0.00
Accumulated Depreciation	-348,855.28
Building Improvements	15,950.00
Construction 2020	67,825.00
Construction 2022	188,698.21
Construction Project -2015	182,492.14

Construction Project 2010	544,890.52
Architect	61,017.21
Legal	9,399.02
Total Construction Project 2010	615,306.75
Furniture,Fixtures,Equipment	125,639.14
Total Fixed Assets	847,055.96
Total Fixed Assets	\$847,055.96
TOTAL ASSETS	\$1,297,724.17

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	0.00
Total Accounts Payable	\$0.00

Other Current Liabilities

Accrued Expenses	0.00
Construction Loan - RSB	305,255. v 97
Payroll Liabilities	0.00
Total Other Current Liabilities	\$305,255.97
Total Current Liabilities	\$305,255.97
Total Liabilities	\$305,255.97

Equity

Opening Bal Equity	165,128.95
Restricted Fund Balance	14,460.30
Retained Earnings	732,733.36
Net Income	80,145.59
Total Equity	\$992,468.20
TOTAL LIABILITIES AND EQUITY	\$1,297,724.17

Budget v Actuals

Red Hook Public Library, Inc. Budget vs. Actuals: RHPL 2023 Budget - FY23 P&L

	Aug-23	% of Budget	Jan - Aug 2023	over Budget	% of Budget	2023 Total Budget
Income						

11.20 Total Operating Receipts				0.00		
11.19 Total Other Receipts				0.00		
11.14 Gifts and Endowments	363.93	7.28%	87,509.50	82,509.50	1750.19%	5,000.00
Grant - unrestricted/carryover		0.00%		-13,000.00	0.00%	13,000.00
Grant/Donation-Restricted Use	0.00	0.00%	12,385.73	-10,614.27	53.85%	23,000.00
Total 11.14 Gifts and Endowments	\$363.93	0.89%	\$ 99,895.23	\$58,895.23	243.65%	\$ 41,000.00
11.16 Income From Investments				0.00		
Interest-Operating Funds	463.06		3,180.97	3,180.97		
Total 11.16 Income From Investments	\$463.06		\$3,180.97	\$ 3,180.97		\$0.00
11.17 Library Charges	362.77	22.67%	2,482.42	882.42	155.15%	1,600.00
Fund Raising Income	0.00	0.00%	4,831.55	-1,168.45	80.53%	6,000.00
Total 11.19 Total Other Receipts	\$1,189.76	2.45%	\$ 110,390.17	\$ 61,790.17	227.14%	\$ 48,600.00
11.2 Total Local Public Funds			-200.00	-200.00		
Red Hook CSD	0.00	0.00%		-	0.00%	196,400.00
				196,400.00		
				0		
Town of Red Hook	0.00	0.00%	225,000.00	0.00	100.00%	225,000.00
Village of Red Hook	0.00		0.00	0.00		
Total 11.2 Total Local Public Funds	\$0.00	0.00%	\$ 224,800.00	- 196,600.00	53.35%	\$ 421,400.00
Garbage Tags Income	306.00		1,743.00	1,743.00		
Grants	0.00		1,200.00	1,200.00		
Total 11.20 Total Operating Receipts	\$1,495.76	0.32%	\$ 338,133.17	- 131,866.83	71.94%	\$ 470,000.00
11.8 Total System Cash Grants				0.00		
11.3 LLSA		0.00%		-1,400.00	0.00%	1,400.00
Total 11.8 Total System Cash Grants	\$0.00	0.00%	\$0.00	- 1,400.00	0.00%	\$1,400.00
Employee Contributions	\$0.00		\$3,774.16			
Total Income	\$1,495.76	0.32%	\$ 341,907.33	- 129,492.67	72.53%	\$ 471,400.00
Gross Profit	\$1,495.76	0.32%	\$ 341,907.33	- 129,492.67	72.53%	\$ 471,400.00
Expenses						
12.17 Total Operation/Maint				0.00		
12.13 Repairs				0.00		
Building Repairs	0.00		1,548.21	1,548.21		
Total 12.13 Repairs	\$0.00		\$1,548.21	\$ 1,548.21		\$0.00
12.16 Other Disbursements				0.00		
Contract Labor				0.00		
Exterior Maintenance	1,611.01	20.14%	6,529.03	-1,470.97	81.61%	8,000.00
Interior Maintenance	350.70	6.88%	2,782.49	-2,317.51	54.56%	5,100.00
Total Contract Labor	\$1,961.71	14.97%	\$9,311.52	- 3,788.48	71.08%	\$ 13,100.00
Depreciation Expense		0.00%		-	0.00%	36,756.00
Equipment Repairs	0.00	0.00%	24.42	-475.58	4.88%	500.00
Fuel Oil	0.00	0.00%	3,173.76	-2,826.24	52.90%	6,000.00
Insurance	802.00	15.42%	4,313.22	-886.78	82.95%	5,200.00
Rent/Mortgage	1,057.05		8,446.62	8,446.62		

Interest Expense-Const Loan		0.00%		-	0.00%	13,916.00
				13,916.00		
Total Rent/Mortgage	\$1,057.05	7.60%	\$8,446.62	-	5,469.38	60.70%
				\$		\$ 13,916.00
Utilities					0.00	
Gas and Electric	0.00	0.00%	-1,285.65	-5,885.65	-27.95%	4,600.00
Water	0.00	0.00%	869.06	369.06	173.81%	500.00
Total Utilities	\$0.00	0.00%	- 416.59	- 5,516.59	-8.17%	\$5,100.00
			\$	\$		
Total 12.16 Other Disbursements	\$3,820.76	4.74%	\$ 24,852.95	- 55,719.05	30.85%	\$ 80,572.00
				\$		
Total 12.17 Total Operation/Maint	\$3,820.76	4.74%	\$ 26,401.16	- 54,170.84	32.77%	\$ 80,572.00
				\$		
12.23 Total Misc Expense					0.00	
12.18 Office & Library Supplies					0.00	
Office Supplies	309.05	5.42%	3,177.59	-2,522.41	55.75%	5,700.00
Library Small F/F/E	0.00	0.00%	1,599.56	-1,400.44	53.32%	3,000.00
Total Office Supplies	\$309.05	3.55%	\$ 4,777.15	- 3,922.85	54.91%	\$8,700.00
				\$		
Total 12.18 Office & Library Supplies	\$309.05	3.55%	\$ 4,777.15	- 3,922.85	54.91%	\$8,700.00
				\$		
12.19 Telecommunications					0.00	
Internet	376.20	20.90%	2,059.47	259.47	114.42%	1,800.00
Telephone	0.00	0.00%	458.37	-1,841.63	19.93%	2,300.00
Total 12.19 Telecommunications	\$376.20	9.18%	\$ 2,517.84	- 1,582.16	61.41%	\$4,100.00
				\$		
12.21 Postage and Freight					0.00	
Postage and Delivery	0.00	0.00%	135.86	-164.14	45.29%	300.00
Total 12.21 Postage and Freight	\$0.00	0.00%	\$ 135.86	- 164.14	45.29%	\$300.00
				\$		
12.22 Other Miscellaneous					0.00	
Advertising	0.00	0.00%	194.00	-56.00	77.60%	250.00
Grant/Donation-Restricted Use	382.80	2.23%	5,182.59	-11,989.41	30.18%	17,172.00
Licenses and Permits		0.00%		-200.00	0.00%	200.00
Memberships/Dues/Subscriptions	1,220.27	110.93%	3,522.00	2,422.00	320.18%	1,100.00
Printing and Production		0.00%		-150.00	0.00%	150.00
Program Expense		0.00%		-400.00	0.00%	400.00
Program Supplies	0.00		632.97	632.97		
Adult Program Supplies	0.00	0.00%	975.84	475.84	195.17%	500.00
General Program Supplies	0.00	0.00%	970.58	220.58	129.41%	750.00
Youth Program Supplies	150.00	5.45%	2,894.43	144.43	105.25%	2,750.00
Total Program Supplies	\$150.00	3.75%	\$ 5,473.82	\$ 1,473.82	136.85%	\$4,000.00
				\$		
Speaker/Performer					0.00	
Adult-Speaker/Performer	0.00	0.00%	2,420.00	2,120.00	806.67%	300.00
General-Speaker/Performer	0.00	0.00%	200.00	-1,300.00	13.33%	1,500.00
Youth-Speaker/Performer	445.94	17.84%	1,466.64	-1,033.36	58.67%	2,500.00
Total Speaker/Performer	\$445.94	10.37%	\$ 4,086.64	- 213.36	95.04%	\$4,300.00
				\$		
Total Program Expense	\$595.94	6.85%	\$ 9,560.46	\$ 860.46	109.89%	\$8,700.00

Service Charges					0.00		
Bank Fees	0.00	0.00%	106.71	56.71	213.42%	50.00	
Paypal service fees	0.00	0.00%	33.74	-41.26	44.99%	75.00	
Square Service Fee	4.93	6.57%	20.00	-55.00	26.67%	75.00	
Total Service Charges	\$4.93	2.47%	\$ 160.45	- 39.55	80.23%	\$200.00	
Staff Education	440.00	44.00%	440.00	-560.00	44.00%	1,000.00	
Travel & Meals				0.00			
Travel	0.00	0.00%	42.25	-957.75	4.23%	1,000.00	
Total Travel & Meals	\$0.00	0.00%	\$ 42.25	- 957.75	4.23%	\$1,000.00	
Total 12.22 Other Miscellaneous	\$2,643.94	8.88%	\$ 19,101.75	- 10,670.25	64.16%	\$ 29,772.00	

12.25 MHLS Expenses					0.00		
MHLS Computer Repair/Support	0.00	0.00%	1,425.00	364.00	134.31%	1,061.00	
MHLS Delivery	1,681.00	21.19%	5,043.00	-2,890.00	63.57%	7,933.00	
MHLS Licenses and Permits	0.00		936.00	936.00			
Total 12.25 MHLS Expenses	\$1,681.00	18.69%	\$7,404.00	- 1,590.00	82.32%	\$8,994.00	
Consulting & Professional Fees	0.00	0.00%	322.45	-37.55	89.57%	360.00	
Accounting	0.00	0.00%	1,800.00	-3,910.00	31.52%	5,710.00	
Legal Fees		0.00%		-1,000.00	0.00%	1,000.00	
Total Consulting & Professional Fees	\$0.00	0.00%	\$2,122.45	- 4,947.55	30.02%	\$7,070.00	
Total 12.23 Total Misc Expense	\$5,010.19	8.50%	\$ 36,059.05	- 22,876.95	61.18%	\$ 58,936.00	
12.5 Total Staff Expenditures					0.00		
12.3 Total Salaries					0.00		
12.2 Other Staff Salaries/Wages					0.00		
Payroll Expenses	23,008.72	8.93%	157,068.29	-100,481.71	60.99%	257,550.00	
Payroll Service	0.00	0.00%	1,068.25	-1,531.75	41.09%	2,600.00	
Payroll Taxes	2,079.39	9.13%	15,505.07	-7,276.93	68.06%	22,782.00	
Total Payroll Expenses	\$ 25,088.11	8.87%	\$ 173,641.61	- 109,290.39	61.37%	\$ 282,932.00	
Total 12.2 Other Staff Salaries/Wages	\$ 25,088.11	8.87%	\$ 173,641.61	- 109,290.39	61.37%	\$ 282,932.00	
Total 12.3 Total Salaries	\$ 25,088.11	8.87%	\$ 173,641.61	- 109,290.39	61.37%	\$ 282,932.00	
12.4 Employee Benefits			336.00	336.00			
Health Care	2,916.19	12.96%	8,341.74	-14,158.26	37.07%	22,500.00	
Unemployment Insurance		0.00%		-275.00	0.00%	275.00	
Worker's Compensation DBL/PFL	0.00	0.00%	2,569.99	-1,620.01	61.34%	4,190.00	
Total 12.4 Employee Benefits	\$2,916.19	10.81%	\$ 11,247.73	- 15,717.27	41.71%	\$ 26,965.00	
Total 12.5 Total Staff Expenditures	\$ 28,004.30	9.04%	\$ 184,889.34	- 125,007.66	59.66%	\$ 309,897.00	
12.9 Total Collection					0.00		

12.6 Print Materials					0.00		
Adult Books	35.99	0.67%	4,916.30	-483.70	91.04%	5,400.00	
Periodicals	0.00	0.00%	333.88	-41.12	89.03%	375.00	
Youth Books	28.05	0.47%	1,734.28	-4,265.72	28.90%	6,000.00	
Total 12.6 Print Materials	\$64.04	0.54%	\$6,984.46	-	4,790.54	59.32%	\$ 11,775.00
12.8 Other Materials			246.91	246.91			
Audio-Visual	0.00	0.00%	310.11	-1,689.89	15.51%	2,000.00	
eBooks, audiobooks, streaming	290.39	4.76%	4,208.42	-1,891.58	68.99%	6,100.00	
Other Materials - Other	17.00	0.59%	1,100.00	-1,780.00	38.19%	2,880.00	
Total 12.8 Other Materials\$	307.39	2.80%	\$5,865.44	-	5,114.56	53.42%	\$ 10,980.00
Total 12.9 Total Collection	\$ 371.43	1.63%	\$ 12,849.90	-	9,905.10	56.47%	\$ 22,755.00
Garbage Tags Expense	240.00		1,902.00	1,902.00			
Uncategorized Expense	0.00		0				
Total Expenses	\$ 37,446.68	7.93%	\$ 262,101.45	-	210,058.55	55.51%	\$ 472,160.00
Net Operating Income	- 35,950.92	4730.38%	\$ 79,805.88	\$	80,565.88	-10500.77%	- 760.00
Other Income							
13.2 Capital Interest/Earnings	24.94		179.42	179.42			
Interest-Capital Funds	16.36		160.29	160.29			
Total 13.2 Capital Interest/Earnings	\$ 41.30		\$339.71	\$ 339.71			\$ 0.00
Total Other Income	\$ 41.30		\$339.71	\$ 339.71			\$ 0.00
Net Other Income	\$ 41.30		\$339.71	\$ 339.71			\$ 0.00
Net Income	- 35,909.62	4724.95%	\$ 80,145.59	\$	80,905.59	-10545.47%	- 760.00

Thursday, September 14, 2023 04:36:15 PM GMT-7 - Accrual Basis

Warrant List

Check Detail

August 18 - September 21, 2023

	Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
Operating Balance - 11.25/12.38 M&T Operations Checking	08/25/2023	Check		ACH Payroll Wages		R	-2,770.50
					gross wages (register)		3,000.00
					employee paid taxes (register)		229.50

			employee health care portion	0.00
08/25/2023	Check	ACH Payroll Taxes	R	-459.00
			employer taxes (summary)	229.50
			employee taxes (register)	-229.50
08/31/2023	Check	ACH Payroll Wages	R	-5,543.00
			gross wages (register)	6,779.97
			employee paid taxes (register)	911.47
			employee health care portion	-325.50
08/31/2023	Check	ACH Payroll Taxes	R	-1,491.90
			employer taxes (summary)	580.43
			employee taxes (register)	-911.47
09/11/2023	Expense	Intuit		-85.00
			QB online subscription payment	85.00
09/13/2023	Check	ACH Payroll Wages		-4,583.39
			gross wages (register)	6,031.14
			employee paid taxes (register)	920.41
			employee health care portion	-527.34
09/13/2023	Check	ACH Payroll Taxes		-1,447.75
			employer taxes (summary)	527.34
			employee taxes (register)	-920.41

09/21/2023	Check	3037 Starr Library		-16.00
			replacement book	16.00
09/21/2023	Check	Village of Red 3038 Hook	Voided	0.00
			August	0.00
09/21/2023	Check	Welsh Sanitation 3039 Service	731342	-63.31
				63.31
09/21/2023	Check	M&T Bank Business Credit 3040 Card	4581	-489.06
			Zoom	15.99
			amazon	202.24
			National crime search	122.45
			Circuit	95.88
			amazon	48.91
			usps	3.59
09/21/2023	Check	Mid-Hudson 3041 Library System	inv # 135, 478, 503	-309.00
			1 yr movie license	309.00
09/21/2023	Check	Victoria Jeronimo- 3042 Mathews		-500.00
			Spanish classes	500.00
09/21/2023	Check	Leena Dsouza 3043 Michaeli		-200.00
				200.00

09/21/2023	Check	3044 Food & Wine	1 year	-19.95
			1 year subscription	19.95
09/21/2023	Check	3045 KoscoHeritage	005006125951	-584.92
			service contract	584.92
09/21/2023	Check	Oblong Books 3059 & Music		-103.92
				103.92
09/21/2023	Bill Payment (Check)	Woodworth & Zarolnick Accountants, 3046 Inc.		-1,800.00
				-1,800.00
09/21/2023	Check	Midwest Tape - 3060 Hoopla	Voided	0.00
				0.00
09/21/2023	Check	Transformation Landscaping 3047 LLC		-635.00
				635.00
09/21/2023	Check	3048 Crystal Carolan		-250.00
			5 storytimes	250.00
09/21/2023	Check	3049 Frontier		-238.90
				238.90
09/21/2023	Check	Sausbier's 3050 Awning Shop		-60.00
			Annual Fire Extinguisher Inspection, test, recharge	60.00

09/21/2023	Check	3051 OverDrive		-194.92
				194.92
09/21/2023	Check	Ingram Library 3052 Services		-1,067.42
				318.77
				10.79
				86.63
				17.65
				68.90
				54.90
				251.90
				17.08
				175.92
				22.43
				13.77
				28.68
09/21/2023	Check	My Benefit 3053 Advisor	Group ID 89532	-766.05
			October	766.05
09/21/2023	Check	Utica National Insurance 3054 Group	A/C 200212583	-743.00
			commercial + installment fees	20.00
			worker's comp	234.00
			auto	481.00
			installment fee	8.00

09/21/2023	Check	3055 Country Living		-19.97
			1 Year	19.97
09/21/2023	Bill Payment (Check)	Red Hook CSA, 3056 LLC	Voided	0.00
				0.00
09/21/2023	Check	Madelyn 3057 Lavietes		-142.00
			All Abilities contractor	142.00
09/21/2023	Check	3058 Anne Bryant		-554.90
			All Abilities contractor	554.90
09/21/2023	Check	Charlotte 3061 Higgins	8/19/22, 9/2/22	-113.60
			All Abilities	113.60
09/21/2023	Check	Accessibility 3062 Solutions, Inc.		-275.00
				275.00
09/21/2023	Bill Payment (Check)	Red Hook CSA, 2427 LLC		-1,397.09
				-1,397.09
09/21/2023	Check	Village of Red 2428 Hook		-324.00
			August	324.00

Director's Report

8/17/2023

August Programs

	# Programs 2023	# Attendees 2023	# Attendees per program 2023	# Attendees Per program 2022
Juvenile	14	408	29.1	20.3
Teen	3	29	9.6	11.6
Adult	16	306	19.1	6.2
Total	33	743	22.5	12.25

Circulation

	August 2023	August 2022	% Change to Last Year
Physical General Circulation	5696	6259	-8.9%
E-Circulation	1260	1146	+9.9%
Hoopla	46	0	+46

Circulation continues to fluctuate month-to-month

Programs

- New Programs
 - Make-and-take: bi-monthly crafts/stem projects for families to do at home or at the Library.
 - Brain Tea-sers: weekly tea and logic/brain games in the community room
 - Chair Yoga
 - Touch-a-Truck
- Returning Programs
 - Lego Club
 - ASL (registration full)
 - Spanish-as-a-Second-Language
 - ESL
 - Homebound delivery
 - Music on the Porch
- Homebound delivery service restarted

- The Great Give Back: The Great Give Back is a community service initiative created by the Suffolk County Public Library Directors Association and the Suffolk Cooperative Library System, in conjunction with the Nassau Library System. The mission of The Great Give Back is to provide a day of opportunities for the patrons of the Public Libraries of New York State to participate in meaningful, service-oriented experiences. This year, the Red Hook Public Library will be collecting donations for the Grace Smith House. We will also be running two programs with them (teens and adults) on relationship health.
- 125th commemorative library card contest: accepting designs through the end of the month.

Hardscrabble

- Hosting a Storywalk in partnership with Bard CCE. Complete the storywalk win a prize while supplies last
- Handing out free books
- Commemorative card design art project
- Tote bags

Financial

- LOI for Community Foundation grant approved for \$7500 for “Library Card for every Student” (see below for more information).
- Received a check from the Appell estate for \$51,559.11. Spoke with their daughter and she approved using the funds to help fix up the teen room (media center/STEM space).
- AFF grant due in October for our Naturalist-in-Residence program
- Multiple donations have been received to continue Spanish as a Second Language

Facilities

- MHLs approved our request for the 2023-2024 State Aid Construction grant amount of \$91,547 for the stucco renovation.
- DASNY received our financial review documents for the porch renovation.
- *Facilities committee should discuss next steps for the bidding process*
- Thomas Pest Control remediated the yellow jacket hive above the children’s library door.
- Fire extinguishers serviced for the year
- Elevator tech called after storm knocked out the elevator’s call button.

Personnel

- Two new staff members hired and will start next week
 - Sydney started her career at our Library as a volunteer and then became a page through high school. She left for college and is now back in town.
 - Sonia emigrated from Brazil two years ago and is now pursuing her MLS online. Sonia will be helping out in our children’s section with circulation and programming.
- Transitioning Zoey from volunteer to Library Page

Other

- Library Card for every student conversations with RHPL are moving forward. MHLS met with Dutchess County BOCES and will seek to find solutions for Ed law 2-d at the County level. Our contact at RHCSD is out until the end of October at which point conversations will resume.
- Lily, our Tarver intern, was published in programming librarian for her work over the summer.
- Hispanic Heritage displays are up in Adults and Childrens
- I passed the Library Director 1 exam. Civil Service is checking to ensure that we are eligible to reclassify my position to Director 1. If so, it will require Board approval.

Suggested Focus for the Board

- **[Registration](#) is open for the in person MHLS Annual Membership Meeting on October 27th** at the Henry A. Wallace Center @ FDR Presidential Library and Home in Hyde Park, NY. **MHLS member library trustees will receive 0.5 credit hours for attending this event.**
- **For 414 Vote Libraries: Online - 414 Vote Libraries Meetup | October 6th | 2:00 pm – 3:30 pm | [Register](#)**

Respectfully submitted by Alex Geller, September 21, 2023