

Red Hook Public Library
Board of Trustees Meeting Packet
April 18, 2024

Agenda

- 1) Call to order
- 2) Message from the President
- 3) Adoption of Agenda
- 4) Approval of Previous Board Minutes
- 5) Policy Committee Report
 - a. Sustainable Libraries Addendum to the Program Policy
 - b. Lending Policy
- 6) Strategic Planning Survey
- 7) Treasurer/Finance Officer's Report
 - i. NYS Deferred Comp Plan
 - ii. Monthly Cash Flow
 - iii. Balance Sheet
 - iv. Budget vs Actuals
 - v. Warrant
- 8) Director's Report
- 9) Period for public expression
- 10) Adjournment

MARCH Board Meeting Minutes

The Board of Trustees
Red Hook Public Library
March 21, 2024
DRAFT BOARD MINUTES

Present: Don O'Shea, Leigh Bahnatka, Martha Tepepa, Anna Greig, Gareth Davies, and Alex Geller

Absent: Amy Husten, Sarah deVeer

Guests: Grace Kachigian, Jennifer Robichaux

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

Message from the President

Don welcomed the two guests and invited them to introduce themselves. Jennifer Robichaux was attending the meeting as a representative of the Friends of RHPL. Grace Kachigian is a potential new member of the Board.

Adoption of Agenda

Don made a motion to accept the agenda. Anna seconded. All in favor 5-0.

Approval of the February minutes:

Don made a motion to accept the previous minutes, Leigh seconded. All in favor 4-0. Martha abstained as she was not present at the Board meeting.

Board Election Revote

Don made a motion to approve Anna Greig's appointment as Board President. Gareth seconded. All in favor 5-0

MOU with MHLS

Alex presented a new MOU developed by the Mid-Hudson Library System. According to the document, "This memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System and its member libraries in the cooperative provision of public library service to the residents of the Mid-Hudson Valley."

Don made a motion to accept and sign the MOU. Anna seconded. All in favor 5-0

Policy Committee Report – full report attached.

Sarah explained the recent work of the committee in reviewing, updating, and editing the following policies: Internet Access Policy, Petty Cash Policy, Open Meetings Policy; Privacy Policy

Don made a motion to accept the report. Gareth seconded. All in favor 5-0

Board Development Committee Report – full report attached.

At its March 6 meeting, the committee discussed and further edited the board onboarding guidelines.

The committee also discussed the ongoing role of the committee and identified several key elements of its work. These were then used to draft a one-paragraph description of the committee's role. Both documents are attached to these minutes.

Gareth made a motion to accept the report. Anna seconded. All in favor 5-0.

Buildings and Grounds Committee Report – full report attached.

Don reported that Alex had completed the addition of solar ground lights to the exterior of the building for additional way-finding support. The committee also reviewed the Facilities Plan and discussed signage improvements, particularly in regard to ADA accommodations. The 3rd floor bathroom will be made ADA compliant during the remodeling of that floor.

Regarding the elevator, Alex will check in with Assemblymember Sarahana Shrestha's office to see if construction aid might be available for a new elevator. Alex will also reach out to Rebekkah at MHLS to see if there are any grants that might help offset costs for paving the parking lot.

Approval of the report was tabled due to Amy Husten's absence.

Strategic Plan Committee Report – full report attached.

At its March meeting the committee discussed its role and developed a short description of its purpose. The goal of the committee will be to map a vision for the growth of the Library, culminating in a five-year plan. Once the plan is finalized, the committee will meet quarterly to assess the Library's progress.

The committee also discussed plans for a community survey and reviewed examples of other area libraries. Martha will produce a draft of the survey for the committee to review and edit.

Anna made a motion to accept the report. Martha seconded. All in favor 5-0.

Treasurer/Finance Officer's Report – full report attached.

Alex reported that he had received the 414 check from the Town. In the absence of Treasurer Amy Husten, the Board conducted a general review of the report.

Don made a motion to accept the Treasurer's Report. Leigh seconded. All in favor 5-0

Warrant

Anna made a motion to approve the Warrant. Gareth seconded. All in favor 5-0

Director's Report – full report attached.

Alex reported that he had continued to consider retirement options and had discussed with the staff a SIMPLE IRA plan offered by Ameriprise. It offers employees two options: a match of up to 3% of the employee's compensation, or a non-elective 2% contribution to the retirement plan.

In February, program attendance and foot traffic both increased significantly in comparison to January, and circulation numbers were significantly higher than in 2023.

The report on library programs included new initiatives that reach new audiences in the community:

- Alex has been meeting with Beckhook Pride to develop services and programs for our LGBTQIA+ community members.
- The Ascienzo Naturalist in Residence program has started strongly with 75+ participants through one week's-worth of events.
- The Fly Fishing program has brought in a new demographic – teenage and middle-aged men. Alex will look for additional grants to fund more of these types of programs.

Don made a motion to approve the report. Martha seconded. All in favor 5-0.

Don made a motion to adjourn the meeting at 7:40 pm. Seconded by Leigh. All in favor 5-0.

Minutes respectfully submitted by Gareth Davies

The next scheduled Board meeting will be on April 18 at 6:30 PM.

Policy Committee

The policy committee met on 4/2. In attendance: Martha Tepepa, Sarah deVeer, and Alex Geller.

We voted 2-0 to adapt the following Sustainable Initiatives language into our Programming Policy: “The Red Hook Public Library participates in the Sustainable Libraries Initiative and will consider and promote, whenever possible, programs and planning that supports the initiatives “Triple Bottom Line” of environmental stewardship, economic feasibility, and social equity.”

Lending Rules Policy

Red Hook Public Library complies with Mid-Hudson Library System Resource Sharing standards. To borrow items from the Red Hook Public Library, a valid Mid-Hudson Library System library card must be presented. In the absence of a Library Card, one of the following IDs may be presented:

Acceptable Identification/Proof of Residency (non-photo IDs may be allowed under the discretion of the Director):

- ☐ Photo ID with current address
- ☐ Photo ID AND one of the following: Telephone, utility, rent or tax bill
- ☐ Imprinted checks with current residential address.

Lending Periods Items borrowed from Red Hook Public Library are lent according to the lending periods listed below. Other materials may be added to the collection with alternate lending periods as deemed appropriate by the director. Due dates may be extended at the discretion of the director or their designee.

- Books: 3 weeks
- Audiobooks: 3 weeks
- Magazines: 1 week
- DVDs/Blu-Rays: 1 week
- Series DVDs/Blu-Rays: 2 weeks
- Video Games: 1 week
- Music CDs: 1 week
- Museum Passes: variable depending on pass

- Equipment: 2 weeks
- Hotspots: 3 weeks
- Toys: 1 week
- Mixed Media: variable depending on media

DISCLAIMER: The Library does not accept any responsibility for damage caused to patrons' equipment as a result of using borrowed media.

In the case of extenuating circumstances preventing the timely return of library materials, replacement fees for Red Hook Public Library items may be waived at the Direction of the Director, or their designee. Library Materials and Equipment Library materials are valuable shared resources. Requiring a card to check out items protects the trust placed in the library by the public, and other Mid-Hudson Library System libraries. Further, requiring a card to access account information protects patron confidentiality regarding the materials checked out, and other information stored in the Integrated Library System (ILS).

Library staff ask for identification in order to issue a library card. A valid library card is required to borrow library material, and must be presented at check-out, to renew or request items. A library card barcode is necessary to renew items over the phone or discuss one's library account. In the absence of a library card, a photo ID with an address that matches account information is also acceptable for checking out materials. A signed use agreement may be required before checking out some particularly valuable items. Library materials must be returned on time and in good condition. Overdue materials deprive the access of others in need of those materials. Any patron account with \$10 or more in fees will be denied borrowing privileges per MHLS Resource Sharing Standards.

Renewals

Most items may be renewed once if there are no holds by other patrons. A second renewal of RHPL-owned items may be possible by contacting RHPL staff. Some libraries allow second renewals, however RHPL staff are not permitted to override renewal limits of other libraries.

Overdue Items

The Library attempts to notify patrons of overdue items by email or mail, however responsibility for items checked-out rests with the patron. Items not returned within a month of their due date will be billed for the full replacement cost of the item. RHPL accepts payment for replacement by cash, check, or debit/credit card; the Library does

not accept replacement items. If a patron returns an item that has been billed for replacement, the replacement cost will be waived from your account.

Items checked-out from the Library must be returned with all parts included. Red Hook Public Library items returned damaged or missing parts may be billed for their replacement cost. Non-RHPL owned items returned damaged or missing parts will remain on the patron account. The owning library will determine if they will charge a replacement cost, accept a replacement item, or find an alternate solution based on their lending policy.

Lending Agreement Forms

Certain items, such as laptops, hotspots, or sewing machines, due to their value or other unique qualities, may require a patron age 18 or above to sign an agreement form.

Next meeting's agenda:

- customer service policy
- police policy
- confidentiality policy

Meeting adjourned at 7:16pm.

Strategic Planning Committee

Red Hook Public Library -2024 Planning Survey

The Red Hook Public Library is embarking on its new 5-year strategic plan. Through our strategic planning process we will develop a set of goals that will help determine where to focus the library's resources, personnel, and financial resources.

We need your help to determine what changes the Library should make. How can you help? Make your voice heard by completing this survey that takes approximately 10 minutes. We need your opinions. This survey will give you the chance to say what you love about the Library, what we could do better, and what offerings you wish we had.

All our gratitude!

* Required

1. How often do you visit the Red Hook Public Library *

- Daily
- A few times a week
- Once a week
- Monthly
- A few times a year
- Rarely

2. If you visit the Library, when do you usually come? Select all that apply *

- Mornings
- Afternoons
- Evenings
- Saturdays

3. If you DO NOT use the Library, why not? Select all that apply *

- The hours don't work with my schedule
- The Library doesn't have the materials I want
- The Library doesn't have the services I need
- The customer service is not up to my expectations I use another Library

- I purchase my books/stream my movies and music Prior fines or fees
- Parking is too difficult
- I don't have transportation
- I don't have a Library Card
- Other

4. Do you agree with the following statements of the Red Hook Public Library? Select all that apply *

- Red Hook Public Library is a place I feel safe
- Red Hook Public Library does not discriminate against people based on their age, race, gender, religion, or sexual orientation
- I trust Red Hook Public Library staff will help me find factual information to answer my questions
- Red Hook Public Library staff are friendly and courteous
- I do not feel strongly about any of these statements

5. Please rate the importance of the current Library services that are provided *

- Books, Dvds, Cds, etc.
- eBooks,
- eAudiobooks, and other online resources
- Computeraccess, WiFi, and printers
- Museum Passes Library of things (STEAM kits, mobile hotspots, sewing machines, etc.)
- Children's Programs
- YA Programs
- Adult Programs
- Services for all abilities
- Meeting rooms/Study areas
- Reference/information
- Homebound delivery

6. If you could improve upon the Library's ENRICHMENT and ENTERTAINMENT offerings, which of the items below would be of value to you and your family in the next five years?

Select all that apply *

- More adult books, magazines, movies, and music in traditional and digital formats
- More YA books, magazines, movies, and music in traditional and digital formats
- More children's books, magazines, movies, and music in traditional and digital formats
- A wide range of arts and culture experience for all ages, such as concerts, exhibits, movies, author events, etc.
- Items for hands-on learning and fun in the Library or to borrow for home use, such as board games, tools, crafts
- None of these are important to me
- Other

7. If you could improve upon the Library's DIGITAL INCLUSION offerings, which of the items below would be of value to you and your family in the next five years? Select all that apply *

- Programs, for both children and adults, on how to use digital tools, such as computers, tablets, smartphones, and apps
- Technology tools for loan, such as mobile hotspots, laptops, and tablets
- Digital tools and equipment such as 3D printers, microphones, and cameras for programs at the Library More services for persons of all abilities
- More public computing
- None of these things are important to me
- Other

8. If you could improve upon the Library's EDUCATION offerings, which of the items below would be of value to you and your family in the next five years? Select all that apply *

- Reading and basic skills tutoring to help adults succeed in life and work Early childhood literacy programs
- Preparing for Kindergarten resources and programs Preparing for College resources and programs
- Curriculum-related resources and homework help for school-aged children
- Foreign Language learning resources and programs
- Online learning opportunities
- Financial Literacy resources and programs
- Makerspace for community members to create, learn, and share
- None of these are important to me
- Other

9. If you could improve upon the Library's PUBLIC SERVICES and COMMUNITY ENGAGEMENT offerings, which of the items below would be of value to you and your family in the next five years? Select all that apply *

- Additional Meeting space for study/discussion groups and community organizations and clubs
- Additional weekend hours
- Information access to city and government services
- More services for persons of all abilities
- Citizenship classes
- Additional space for reading, working, socializing, and relaxing
- None of these are important to me
- Other

10. How do you learn about programs and services at the Library? Select all that apply *

- Library website
- Flyers
- Newsletter
- Facebook/Instagram
- Word of mouth

- Library staff
- Newspaper
- Radio
- Bulletin board/digital display
- Online community calendar
- Other

11. What is your age range? *

- 18 and under
- 19-25
- 26-35
- 36-45
- 46-55
- 56-65
- 66-75
- 76-85
- 86+

12. Please add any other comments about these questions or about Red Hook Public Library.

Deferred Comp Plan

Top reasons to participate in the plan:

- Easy and convenient way to save for retirement
- Income tax benefits
- Diverse selection of investment options
- Flexible distribution options
- Low administrative and investment costs
- Dedicated participant services

Easy and convenient way to save for retirement

Who can participate?

All state employees and employees of localities and school districts that participate in the State Plan are eligible to participate.

How do I contribute?

Contributions are deducted directly from your pay. The minimum contribution is 1% of compensation (but not less than \$10 per pay).

How much can I contribute?

- Regular contributions — \$23,000
- If age 50 or over — \$30,500
- Special Retirement Catch-Up — up to \$46,000

If your deferrals in previous years were less than the amount allowed by law, you may be eligible to make Special Retirement Catch-Up deferrals. Special Retirement Catch-Up cannot be used in the same year as Age 50 and Over Catch-Up.

Deferral changes may be made at any time, but under federal law, they will not be effective until the following month. There are no fees to change your deferral percentage.

Can I roll over money from previous plans and IRAs?

Yes, you can roll over money from a 457(b), 401(k), 403(b) or traditional IRA into your Plan account. Assets rolled over from a qualified plan or individual retirement account may be subject to a 10% tax penalty if withdrawn prior to age 59½.

Income tax benefits

Do regular pre-tax deferral contributions reduce my taxable income?

Yes, for federal and New York State income tax purposes but not for FICA.

Do I pay income taxes on any potential growth or income in the Plan?

Contributions and any investment earnings accumulate on a tax-deferred basis until withdrawn.

Do distributions receive any income tax benefits?

The first \$20,000 in periodic benefit payments you receive each year may be exempt from New York State income tax if you are a New York State resident and at least age 59½. This includes payments from other retirement plans but not your State pension.

There is no premature distribution income tax penalty on the Deferred Compensation Plan benefit payments regardless of age.

If I am also eligible to contribute to a 403(b), can I do both?

Yes. You can contribute the maximum amount to your Plan account and the maximum amount to your 403(b) plan at the same time.

May I make Roth contributions to the Plan?

Yes, Roth contributions are also available. You may make any combination of regular and Roth contributions up to the contribution limits mentioned above. Roth contributions are made after-tax and do not reduce your taxable income in the year of the deferral. However, qualifying distributions and growth would not be subject to income taxes when withdrawn.

Can I convert existing Plan balances to Roth?

Yes, but the Plan strongly suggests that you consult your tax advisor before doing so.

Types of investment options offered through the Plan

Mutual funds are diversified portfolios of stocks, bonds and other investments chosen by a fund manager to achieve a stated objective. Each fund is assigned a five-letter ticker symbol that helps investors find information via financial websites and publications. In addition, each fund publishes a prospectus: a formal legal document filed with the SEC that provides details about its investment objective, fees, charges and expenses, and related information.

Collective investment trusts (CITs) are similar to mutual funds, offering many of the same diversification and management services as mutual funds but generally at a lower cost. Many CITs are designed specifically for retirement plan investors. Therefore, specific information about a CIT may be available solely through the Plan that offers it. Participants may request fact sheets about CITs offered through the Plan by calling the HELPLINE, or they may download them from nysdcp.com.

Custom funds are diversified investments created for the exclusive use of Plan participants. A custom fund may have several separate account investment management companies used together to create a fund for the Plan. Because of their custom nature, information about these funds is available only through the Plan. As with CITs, participants may request fact sheets about each of the Plan's custom funds from the HELPLINE or download them from nysdcp.com.

Three approaches to investing through the Plan

The Plan recognizes that everyone has an individual comfort level with investing. Therefore, we have created three approaches that are generally aligned with how comfortable or willing you are to manage how your retirement assets are invested through the Plan.

Do It For Me: An approach that uses target date CITs based on when you plan to retire or begin taking withdrawals

Do It Myself: An approach to personally design and monitor your asset allocation and investment options

Specialty Options: Options that represent special interests, such as environmental, social and governance factors or other specialty investment strategies

Investing involves market risk, including possible loss of principal. No investment strategy — including asset allocation, diversification and dollar cost averaging — can guarantee to make a profit or avoid loss. Actual results will vary depending on your investment and market experience.

Before you decide to direct investments under the Plan, carefully consider the fund's investment objectives, investment methods, risks, charges and expenses. This and other information is contained in the fund prospectus, which you should read carefully before investing. To get any prospectus, ask your Account Executive, call the HELPLINE at 1-800-422-8463 or access the website at nysdcp.com.

There is no prospectus for CITs and Custom Funds because these options are not mutual funds. You may obtain a fact sheet on each of these options from the HELPLINE or our website.

Flexible distribution options

When can I take distributions?

Distributions are available when you terminate service from your state or local government employer, if you are age 72 or over or if absent due to qualifying military service. Distributions are not required until you reach age 73 and may be delayed if still employed.

Are there other instances where I can take distributions while employed?

Yes, if you qualify for an unforeseeable emergency withdrawal, have a small inactive account, or if you have rolled over assets from a 401(k), 403(b) or an IRA. Distribution of assets rolled into the Plan continue to be subject to the distribution rules of the former plan, which could include a 10% early withdrawal penalty if they are received before age 59½.

How are they paid?

Benefit payments may be made in the form of a full withdrawal, partial withdrawals or periodic payments. Periodic payments may be received monthly, quarterly, semiannually or annually. You may change your payment option at any time.

Can I take a loan against my Plan account?

Yes. The Plan permits loans to participants who are currently employed by the state or a participating employer or who are on an approved leave of absence. The loan cannot exceed the lesser of 50% of your Plan account balance or \$50,000.

When must I take distributions?

Benefit payments must begin at age 73 or upon termination of employment from the employer that participates in the Plan, whichever is later, under the required minimum distribution (RMD) rules. Otherwise, you are welcome to keep your assets in the Plan.

Low administrative and investment costs

Administrative services are supported by an annual per-participant fee and an asset-based fee. The annualized asset-based fee is set by the Board each Plan Year and levied in two installments in April and October. The asset-based fee is determined based on estimated expenses and is levied on accounts with balances exceeding \$20,000 and is capped at account balances of \$200,000.

Dedicated participant services

Website and VRS — You have access to your account 24 hours a day, 7 days a week via nysdcp.com and the Voice Response System (VRS). On either system, you may check your account balance, change the investment of your future deferrals, exchange funds between the Plan's investment options, change your deferral rate and explore many online education resources.

Personal assistance — Personal assistance is available through the HELPLINE from 8 a.m. to 11 p.m. Monday through Friday and 9 a.m. to 6 p.m. Saturday (ET) at 1-800-422-8463. Local Account Executives are also located throughout the state for one-on-one meetings and workshops.

Cash Flow Statement

Red Hook Public Library (New)

Statement of Cash Flows

January - March, 2024

TOTAL

OPERATING ACTIVITIES

Net Revenue	149,820.21
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable (A/R)	4,794.66
Prepaid Expenses	1,282.62
Accrued Expenses	-14,900.45
Payroll Liabilities	0.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-8,823.17
Net cash provided by operating activities	\$127,525.21
NET CASH INCREASE FOR PERIOD	\$127,525.21
Cash at beginning of period	615,138.53
CASH AT END OF PERIOD	\$742,663.74

Balance Sheet

ASSETS

Current Assets

Bank Accounts	
Capital Balance - 13.12/14.12	0.00
M&T Capital Savings	252,827.94
Total Capital Balance - 13.12/14.12	252,827.94
Operating Balance - 11.25/12.38	0.00
M&T Operations Checking	43,852.91
M&T Operations Savings	295,044.73
M&T Stabilization Reserve	150,938.16
Total Operating Balance - 11.25/12.38	489,835.80
Total Bank Accounts	\$742,663.74
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$742,663.74
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	\$1,589,719.70

TOTAL

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 0.00

Total Accounts Payable \$0.00

Other Current Liabilities

Accrued Expenses -399.28

Construction Loan - RSB 284,923.35

Payroll Liabilities 0.00

Total Other Current Liabilities \$284,524.07

Total Current Liabilities \$284,524.07

Long-Term Liabilities

Non-Current Government Assets 218,273.82

Total Long-Term Liabilities \$218,273.82

Total Liabilities \$502,797.89

Equity

Opening Bal Equity 165,128.95

Restricted Fund Balance 14,460.30

Retained Earnings 757,512.35

Net Revenue 149,820.21

Total Equity \$1,086,921.81

TOTAL LIABILITIES AND EQUITY \$1,589,719.70

BvA

Red Hook Public Library Budget vs. Actual March & January through March 2024

	Mar 24	% of Budget	Jan - Mar 24	% of Budget	Budget
Gifts and Endowments	1,091.75	2.95%	12,487.8 1	33.75%	36,999.0 0
Interest-Operating Funds	616.23	100.0%	1,309.48	100.0%	0.00
Library Charges	330.42	9.44%	838.93	23.97%	3,500.00
Fund Raising Income	0.00	0.0%	0.00	0.0%	7,500.00
Local Public Funds	226,000.00	52.15%	226,000. 00	52.15%	433,400. 00
Garbage Tags Income	126.00	100.0%	537.00	100.0%	0.00
Grants	1,800.00	100.0%	1,800.00	100.0%	0.00
LLSA	0.00	0.0%	350.00	25.0%	1,400.00
Total Income	229,964.40	47.63%	243,323. 22	50.4%	482,799. 00
Total Income	229,964.40	47.63%	243,323. 22	50.4%	482,799. 00
Expense					
Operation/Maint					
Total Repairs - Internal and External	97.29	0.77%	2,070.60	16.43%	12,600.0 0
Insurance	0.00	0.0%	1,885.95	30.66%	6,151.00
Rent/Mortgage	5,481.92	8.24%	16,445.7 6	24.737%	66,492.0 0
Utilities	640.05	4.24%	1,626.27	10.77%	15,100.0 0
Operation/Maint - Other	0.00	0.0%	0.00	0.0%	100.00
Program Expense	368.89	4.08%	472.20	5.22%	9,050.00
MHLS Expenses	0.00	0.0%	4,220.00	39.99%	10,553.0 0
Consulting & Professional Fees	650.00	5.99%	1,950.00	17.96%	10,860.0 0
Misc Expenses	4,074.49	11.7%	7,117.41	20.43%	34,832.2 4

Staff Salaries/Wages	19,875.65	7.48%	59,028.45	22.21%	265,824.76
Employee Benefits	2,110.69	7.29%	9,612.41	33.19%	28,961.00
Collection	1,265.45	5.68%	4,612.78	20.71%	22,275.00
Garbage Tags Expense	201.00	100.0%	384.00	100.0%	0.00
Total 6000 · General Fund Expenses	<u>30,216.25</u>	<u>6.26%</u>	<u>95,954.00</u>	<u>19.88%</u>	<u>482,799.00</u>
Total Expense	<u>30,216.25</u>	<u>6.26%</u>	<u>95,954.00</u>	<u>19.88%</u>	<u>482,799.00</u>
Net Ordinary Income	<u>195,198.97</u>	<u>100.0%</u>	<u>133,897.39</u>	<u>100.0%</u>	<u>0.00</u>

Warrant

	Transac tion	Date	Type	Num	Name	Memo/Description	Clr	Amount
Operating Balance - 11.25/12.38								
M&T Operations Checking								
		03/27/20						
		24	Check		EFT Payroll Wages		R	-7,587.40
						gross wages (register)		9,201.67
						employee paid taxes (register)		1,549.17
						employee health care portion		-65.10
		03/27/20						
		24	Check		EFT Payroll Taxes		R	-2,383.20
						employer taxes (summary)		834.03
						employee taxes (register)		-1,549.17
		03/27/20	Expenditu					
		24	re		Gusto		R	-50.00
								50.00
		04/10/20						
		24	Check		EFT Payroll Taxes			-2,366.00
						employer taxes (summary)		796.45
						employee taxes (register)		-1,569.55
		04/10/20						
		24	Check		EFT Payroll Wages			-7,540.83
						gross wages (register)		9,175.48

			employee paid taxes (register)	1,569.55
			employee health care portion	-65.10
04/10/20	Expenditu 24 re	Gusto		-50.00
				50.00
04/15/20	Check	M&T Bank Business Credit 3259 Card		-2,157.60
			Zoom	15.99
				1,136.35
				237.13
				221.70
				60.08
				137.71
			disability	140.87
				59.78
				147.99
04/15/20	Check	3260 Welsh Sanitation Service	731342	-63.31
				63.31
04/15/20	Check	3261 Frontier		-289.92
				289.92
04/15/20	Check	3262 Anne Bryant		-524.60
			2024	524.60

04/15/20					
24	Check	3263 Mateo Spagnoli			-113.60
			All Abilities Contractor		
			2024		113.60
04/15/20					
24	Check	3264 John Potts			-4,440.00
			community room/teen		
			painting		4,440.00
04/15/20					
24	Check	3265 Madelyn Lavietes			-170.40
					170.40
04/15/20					
24	Check	3266 Susan Rogers			-1,167.00
					1,167.00
04/15/20					
24	Check	3267 Crystal Carolan			-200.00
			4 storytimes		200.00
04/15/20					
24	Check	3268 Spectrum Business	110625901040122		-59.92
					59.92
04/15/20					
24	Check	3269 Mid-Hudson Library System			-1,795.00
					1,795.00
04/15/20					
24	Check	Dutchess County Library			
		3270 Association			-162.00
					162.00

04/15/20				
24	Check	3271 Pleasant Valley Library		-25.00
				25.00
04/15/20				
24	Check	3272 KoscoHeritage	005006125951	-359.04
				359.04
04/15/20				
24	Check	3273 WZ Accountants		-650.00
				650.00
04/15/20				
24	Check	3274 Williams Lumber	A/C 11630	-731.37
				723.78
				7.59
04/15/20				
24	Check	3275 My Benefit Advisor	89532	-2,240.89
				2,240.89
04/15/20				
24	Check	3276 OverDrive	Cust ID#1938-1008	-973.44
				973.44
04/15/20				
24	Check	3277 Solix, Inc		-100.00
				100.00
04/15/20				
24	Check	3278 Kanopy, Inc.		-80.00
				80.00

04/15/20				
24	Check	3279 Village of Red Hook		-144.00
				144.00
04/15/20				
24	Check	3280 Village of Red Hook Water		-341.52
				341.52
04/15/20				
24	Check	ACH Rhinebeck Bank		-2,740.96
			mortgage interest	981.40
			mortgage principle	-1,759.56
04/15/20				
24	Check	ACH Rhinebeck Bank		-2,740.96
			mortgage interest	0.00
			mortgage principle	-2,740.96

Director's Report

March Programs

	# Programs MAR 2024	# Attendees MAR 2024	# Programs FEB 2024	# Attendees FEB 2024
Juvenile	12	114	20	167
Teen	4	56	3	25
Adult/General	36 (24/12)	457	28	369
Total	52	627	51	564

JAN Foot Traffic = 3958

FEB Foot Traffic = 4204

MAR Foot Traffic = 4426

*Please note that the program attendance no longer contains outreach event attendance nor 1:1s, but we are still capturing them for the Annual Report.

March Circulation

	Mar 2024	Mar 2023	% Change to Last Year
Physical Circulation	5336	5549	-3.8%
E-Circulation	1680	1323	+27%
Totals	7016	6872	+2%

JAN Circ = 7142

FEB Circ = 6880

Programs

- We made it through eclipse mania! In total we provided 500 eclipse glasses before the event, answered 100s of calls about glasses, and provided 214 pairs of glasses at our watch party at the Rec Park.

- Seed Library will launch on Monday, April 22nd.
 - Lori has taken the lead on the initiative and solicited 100s of seed packets for the program.
 - We have been working with local partners on logistics and informational handouts.
 - We plan on having seed saving and planting classes throughout the summer and fall.
 - Elise has put together seed planting make-and-takes for the launch.
 - Azal has cataloged our holdings.
 - Sydney decorated the display and seed holders.
 - The Bard Women's Basketball team made the seed packets.
- Summer Reading planning is close to finished with our 8-week around the world series starting the first week of July. We will also be adding some complementary programming to the plans. The plan is to have the full schedule completed by May 15th.
- Poetry reading night at Taste Budd's is scheduled for Thursday, April 25th from 5 – 6 p.m.
- Ascienzo Naturalist-in-Residence with Susan Fox Rogers continues to flourish.
- Kid Librarian program also has continued to be a hit.
- We are working with the Daily Catch and Bard students for an art exhibition in our newly restored 3rd floor gallery, featuring local heroes.
- Club Q planned launch is early next month.

Collections

- Added multi-modal audio technologies for children's Library, including CD player/boombox to play audiobooks paired with books; added a yoto, which plays stories on cards; and will apply to receive a grant for wonderbooks and launchpad tablets.
- Added the Little Green machine carpet cleaner to our Library of things.
- Added many more nature-themed books and guides to our collection thanks to the AFF grant.
- Plan on purchasing a seed starter set and grow lights to highlight our seed Library and perhaps be able to provide seedlings as part of the program (TBD).

Financial

- I have been meeting with Jen Robichaux, Library volunteer and potential Friends treasurer on standardizing our grant writing and calendar. She will be assisting with a grant to the Dollar General School Literacy grant, and then will help me put together a grant template for future opportunities.
- Friends group will start as a Library committee and will sell Library swag during Apple Blossom Day.
- Received 414 check.
- Pursued HVFYH Grant for Summer Reading

Personnel

- Sonia enrolled in the Digital Navigator's Program. Digital Navigators are trained, trusted guides who help deal with a variety of technological needs. As part of the program, Sonia will be providing scheduled/office hours for technology support and at the conclusion the Library will be granted \$500.
- We will be bringing on Jessica Zoll as our Bard summer intern.

Sustainability/Building and Grounds

- Anna and I are reviewing 100s of pages of documents about the pond behind the Library. There have been lawsuits and FOIL requests going back 50+ years. We will need to schedule a meeting of homeowners around the pond to discuss solutions.
- Khattar has completed his final walkthrough and we will be going out to BID in the next couple weeks.
- Painting of community room and teen room are complete. I need to purchase furniture for the teen room. Will be going to the restore as I prefer to have good, slightly used furniture for sustainability purposes.
- Now that painting is done, we will be scheduling our energy audit (has to occur when the Library is closed). \$100 for NYSERDA.
- Attended Bard's Day of Environmental Action.
- We will be attending the Town's Arbor Day celebration in May.
- I need a second quote for landscaping for the season.

Suggested Focus for the Board

- Fill out the potluck form if you plan on bringing something to our staff and volunteer celebration meal on Monday, April 29th at 6 p.m.
- Attend the School Budget meeting on May 8th at 6:30. We will have a table reserved for the program.
- Spread the word/nominate people for our Re(a)d Together art exhibit.
- Help out the Friends Committee during Appleblossom Day
- Attend one of the Naturalist in Residence programs.

Respectfully submitted by Alex Geller, April 18, 2024