

President's End-of-Year Report to the Association

Annual Meeting

January 26, 2023

For calendar year January 1, 2022-December 31, 2022

2022 was a banner year for our Library. Coming out of the isolation imposed by Covid we have seen a steady increase in visitors to the building and to our digital programs and platforms. Library Director Gillian Murphy and her staff have worked hard to achieve this increase: they digitized the process for getting a library card, eliminated fines, removed physical barriers in the Library, created more people space in the Library, expanded the number of people and businesses eligible to get a library card and increased accessible programs both in-person and online.

Our Library Board of Trustees has also been busy this year. Here are some of the issues we have worked on:

Retirement Plan for Staff

The Board approved and budgeted for a 403(b) plan for all staff, both full and part-time. The Library will provide a 3% match for any employee who wishes to participate. At this point, we are waiting for the final paperwork from the company setting up the plan and we hope to have it implemented in February. It will be retroactive to January 1, 2023.

Policy Review

The new Minimum Standards established for libraries by the NY Division of Library Development mandates that all policies must be reviewed and, if needed, updated every five years. This year the board undertook that review. We made great progress, not only in updating policies more than five years old, but also by creating new policies necessitated by the greater use of online and digital library services. The review is ongoing.

Building Renovation

Several years ago, the Board engaged award-winning library architect Paul Mays to design a way to make the library more accessible and meet our current needs. Community input was gathered through meetings and surveys and a plan was developed based on community needs. However, the pandemic caused the plan to be set aside for over a year. As the pandemic eased, the Board reactivated the plan. Most notably, we engaged fundraising consultant Matt Blumenfeld of the Financial Development Agency to conduct a feasibility study to help us determine our potential financial support in the community. The study will take place early in 2023 with results by mid-year.

2020-2023 Long Range Plan of Service Review

Both the staff and the Board reviewed our current Long Range Plan of Service to assess the progress we have made toward achieving the goals set forth in the Plan. This helped establish budgeting and programming priorities for 2023. This year, a new Long-Range Plan of Service

will be developed for 2024-2027. We will be seeking community input as we work on the goals for the plan.

Financial Matters

-Revised Budgeting and Reporting Policies

The Director, Treasurer and Finance Committee together with our new accountant, who is a CPA, worked throughout the year to refine and clarify our budgeting procedures and financial reports to the Board and the community. This is an ongoing task and resulted in a significant revision of our Financial Policies and Internal Controls.

-Completed a Financial Review

PKHB, an independent certified public accounting firm, conducted an annual review of our 2021 financial records and found that our accounting procedures were in line with standard professional practice.

-Established Savings Plan

A long and short-term savings plan was instituted this year not only to better steward the Library's resources but to provide a steady source of interest income that will safeguard against unexpected expenses and will increase the value of our resources.

-990

IRS Form 990, the Library's federal income tax return, was submitted with a revised and updated narrative to more accurately reflect the current level of programming and public involvement of the Library.

Trustee Ethics Policy and Oath of Office

The Board approved a Library Trustees Code of Ethics based on the American Library Association model. In addition, the Board also approved a Trustee Oath of Office, which will be taken at the annual meeting by new trustees. Since this is the first year that it will be used, all current trustees will also take the oath of office.

Revised Bylaws

The bylaws for Elting Memorial Library were written in 1960 and have been modified only in a piecemeal fashion since then. This year, the Board revised the entire document to ensure that it was in line with current New York State and Department of Education laws as well as reflecting best practices of modern libraries.

Library Fair

After a one-year hiatus in 2020 due to Covid, the Library Fair returned in 2021 to glorious weather and happy crowds of community members. The 2022 Fair, however, brought many challenges, primarily a prediction of downpours on Fair weekend. The Board decided to proceed with the Fair and do as much as we could under the circumstances. Some events and children's activities had to be canceled. Fortunately, the rain stopped early on Saturday morning, and, although the weather continued to be gloomy, we had a very large turnout from

the community to support the Library. The main activities of the Fair, the book sale, the toy sale, the raffle, entertainment and the food booth were very successful. The Board is grateful, not only to the many people who came out to share this event with us, but to the many volunteers from the community and from SUNY New Paltz who helped under adverse conditions.

Paul Edlund

Paul will be leaving the Board after more than 10 years of exemplary service to the Library. During his time on the Board, he has served as Treasurer on two separate occasions, was a long-time Chair of the Facilities Committee and has led major fundraising efforts such as the raffle and the appeal. Paul is currently Board Treasurer and Chair of the Finance Committee. He most recently helped develop a savings plan to safeguard and augment library resources.

Signing Off

This will be the end of my third year as Board President as well as the end of my second full three-year term as a trustee. It has been an honor to serve as President during this time of great change at the library: the pandemic year, the retirement of longtime library Director John Giralico, the search for a new Library Director and the transition to a new Library dynamic and culture. I have also been privileged to work with a terrific Library staff and so many wonderful volunteers from across the community who give their time to serve on the Board.

Libraries are an essential part of our community and continue to be the most trusted institution in our country. The vision of our Library is to become a cultural and community center, and a source of knowledge and information where everyone is welcome. I am very proud to be part of that vision.