

Trustee Information



TRUSTEE ROLES AND RESPONSIBILITIES

- 1 Regularly plan and evaluate the library's service program.
- 2 Create and develop the mission for the library.
- 3 Select and hire a qualified library director.
- 4 Secure adequate funding for the library's service program.
- 5 Exercise fiduciary responsibility for the use of public and private funds.
- 6 Adopt policies and rules regarding library governance and use.
- 7 Maintain a facility that meets the library's and community's needs.
- 8 Promote the library in the local community and in society in general.
- 9 Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations.



New York State Library Trustee Handbook

HOWLAND
PUBLIC LIBRARY
 313 Main Street, Beacon, NY 12508

2024-2025
 Operating Budget &
 Trustee Election
 webpage:



Budget Vote & Trustee Election Information

When & Where

The Annual Library Operating Budget & Trustee Election will be held on
Thursday, April 25, 2024
 from 12 – 8 PM at the:

Howland Public Library
313 Main Street
Beacon, NY 12508



DIRECTIONS

What & Why

Proposed 2024-25 Library Operating Budget & Trustee Election

BUDGET: There will be a special budget informational session on Tuesday, April 9, 2024 at 7 PM during the regular board meeting to answer questions about the library budget. *The public is encouraged to attend.*

TRUSTEES: Candidate petitions must be submitted by Monday, March 25, 2024. Candidate information will be posted on our website.

FAQ

Why does the library need to hold a vote?

Libraries are FREE to use, but not free to operate. The cost of ebooks and digital materials is much higher for libraries than for regular customers. The rising cost of medical insurance, retirement, and New York State’s mandated minimum wage increases have greatly impacted our operating budget.

How is the Howland Public Library funded?

The library is funded by a variety of resources. The main source of funding comes from the taxpayers of the Beacon City School District through an annual budget vote. The remainder of the operating fund comes from grants and donations.

- Increased use of the library requires more staff.
 - Additional library clerks and pages to meet increased usage
 - Adult services/community engagement & technology library assistant

Didn't you just go out for a vote?

Yes, the library holds an annual operating budget vote each year in April. The vote includes a Trustee election as well. Trustees are elected by the voters of the Beacon City School District. For additional information please contact Gillian Murphy at director@beaconlibrary.org

I don't use the library, why should I support it?

Libraries are not just for those that love books! Our library offers streaming movies, downloadable audiobooks, ebooks, digital magazines, museum passes, and more. We are currently applying to become an U.S. Passport Acceptance Facility and we have a robust Library of Things.



What happens if the vote passes?

The Howland Public Library will be able to continue to provide our residents with quality services. Our digital collection will continue to grow and we will be able to continue to offer tons of educational programs and helpful services.

What happens if the vote fails?

Unfortunately, the increasing costs of materials, wages, and library usage makes it impossible to continue to provide the same level of service with level funding. The Board will have to make hard decisions regarding what areas of services to cut in the result of a failed vote.

Where does the money go?

The money goes back to our community in the form of services and resources. Our staff is our biggest resource. They are the ones who connect our users with the resources and services that they need!

Budget

PROPOSED 2024-25 OPERATING BUDGET

INCOME		
Local Public Funds	\$	1,457,106.00
Earned Income	\$	9,150.00
Donations	\$	7,000.00
Grants/Investments	\$	16,200.00
TOTAL INCOME	\$	1,489,456.00
EXPENSES		
Employee Benefits	\$	327,250.00
Salaries & Wages	\$	871,652.47
Library Materials	\$	80,900.00
Library Programs	\$	27,513.53
Building Operations & Maintenance	\$	79,300.00
General & Administrative	\$	102,840.00
TOTAL EXPENSES	\$	1,489,456.00
TOTAL INCOME	\$	1,489,456.00
TOTAL NET	\$	-

Budget Narrative

Local Public Funds: Seeking a 4 % increase in public funding to balance the mandatory NYS minimum wage increase, rising costs of materials and services, and expanded use of the library.

Contributions/Grants/Investments: The library receives small monetary donations throughout the year from private donors, the Friends of HPL, grants and income from investments.

Salaries and Wages: The cost of salaries as projected in the 2024-25 salary plan includes hiring additional staff to meet the increased use of the library and New York States’ required increase to the minimum wage rate.

Health Insurance & Retirement: The rising cost of health insurance and NYS Retirement system is a challenging, as a result the library is investigating means to reduce these cost for the future.

Library Materials: Print book budget stays level as other material lines are increased due to demand and Mid-Hudson Library System resource sharing guidelines. Increased use of electronic materials requires more digital buying. Hoopla streaming service use in 2023-34 has increased significantly.

Programs: The projected cost of providing educational, cultural, and recreational programs for patrons of all ages.

Building Operation and Maintenance: The building needs many improvements/upgrades.

General & Administrative: Includes a full annual audit, legal, and human resources consulting. We have increased funding for staff/board continuing education, technology, and communication.