

**Tuesday, January 26, 2021
7:30 pm Board of Trustees Monthly Meeting
Zoom**

<https://zoom.us/j/94926291560?pwd=WmU4RExPL3h2UjJ1V1ZZSU9CWG53dz09>

Meeting ID: 949 2629 1560

Passcode: 747522

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve December 15, 2020 meeting minutes (Attachment)
 - b. Accept the December 2020 financial statements (Attachment)
4. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 1. 2020 Statistical Summary
 - ii. Adult Report
 - iii. Children's Report
 - iv. Teen Report
 - b. Auxiliary Board
5. Board Discussion
 - a. Mission Moments (Attachment)
 - b. Board dashboard (Attachment)
 - c. New Business
 - i. 2021 Committees
6. Executive Session

Annual Meeting Thursday, February 25, 2021 – 7:30 pm

Next meeting dates: Tuesday, March 23, 2021 – 7:30 pm
 Tuesday, April 27, 2021 – 7:30 pm

Minutes of the December 15, 2020 RFRR Board meeting

Francis Jenkins called the meeting to order at 7:35.

There were no members of the public present.

Nicole Cunningham moved to approve the consent agenda, and Sarah Wise Miller seconded. All approved.

Staff Reports

Chris Shoemaker provided an update on COVID related operations, including a brief return to curbside service after an individual who was infected visited the library, and adjustments to occupation capacity due to visiting college students. He noted there will be a Sound Shore One Book One Community read in the spring, hopefully occurring over National Library Week.

Catherine spoke about the popularity of the book bundles, which allow people to ask for reading recommendations via an online form. She is meeting with all staff to review their goals for 2021. Adult virtual programs remain popular, and Sarah is working on a teen battle of the books to operate virtually. The Children's Room has translated the popular Noon Year's Celebration to a virtual program and take home activity kit.

Auxiliary Board

Francis asked for an update on the work of the Auxiliary Board. Chris noted there are 12 open spots for members, and the committees for both Vehicle Fair and Novel Night will begin work in 2021.

Mission Moments

The booksale will begin accepting donations in the new year.

Chris noted that sharing the Double the Donation link at www.ryelibrary.org/double is one way to build up corporate matching gifts.

There has been a slight decrease in activity in November, due to the holidays and the COVID related closure.

Annual Campaign

Daire Browne stated the annual campaign had received 428 gifts, totaling \$184,000. The campaign is a bit ahead of schedule, and Daire noted that a significant number of gifts arrive at the end of December. Two additional mailings have gone out, and regular e-blasts are scheduled through the end of the year. Progress towards the annual goal appears strong.

Francis asked Chris to send out a list of people who have not yet given, and Sarah asked all trustees to make their gift so the library has 100% trustee participation.

Nominating Committee

Francis shared out the nominating slate, and thanked Trish for her work leading the committee. Kathleen Riegelhaupt will step into the role of President, and Katy Finger will become the Vice President. Jan Kelsey is assuming the role of Secretary, and Ted will remain Treasurer. New Trustees to the board will be Jackie Cohen, Jill MacVicar, and Lizzie Parkss, in addition to return Trustees Nicole Cunningham, Chase Finley, Francis Jenkins, Michael Karmilowicz, Kathleen Riegelhaupt, Jana Seitz, and Peter Sinnott IV. Sarah moved to approve the slate, and Nichole seconded. All approved.

New Business

Francis asked Chris for an update on the Annual Meeting planning, especially as the community is "Zoomed out." Chris outlined a rough plan, including a library infomercial that would be repurposed for later advocacy spots. The recipient of the Mayor's Award will be a live conversation, to add in additional interactive pieces to the event. Francis asked any trustees to send in questions or feedback to Chris.

Francis moved to adjourn the December meeting, and Nicole seconded. All approved, and the meeting adjourned at 8:02 pm.m.

Action : The Board Approve the December meeting minutes

December Financials

All categories came in under budget, except for supplies. Unfortunately, that also includes revenue. Income does not show the PPP funds reflected, but does show the lower city funding amount.

The majority of the materials spending in AV supplemented digital purchases - we spent about \$53,000 in digital content in 2020, compared for \$22,000 in 2019. Funds were moved from print to digital to answer demand. Rye was the 6th highest purchaser of digital materials. White Plains spent \$334,000 and was the top spender. Supplies finished over budget, driven by the WLS fees and cleaning supplies.

Insurance came in under budget thanks to negotiations through By the Cover, and though there were building service needs for the fire system, lights, and HVAC, the building operation spending came in under budget. Personnel came in lower than budgeted due to two staff members not enrolling in the health plan, reduction in part time hours, one vacant part time position, and a lower than calculated retirement payment.

Overall cash on hand ended in a positive position.

Action : The Board Accept the December financials

Rye Free Reading Room Income and Expense
For Twelve Months Ending December 2020

	December 2020	2020 YTD Actual	2020 YTD Budget	2020 Budget
Income				
City of Rye	\$ -	\$ 1,120,000	\$ 1,315,000	\$ 1,315,000
Annual Campaign	\$ 77,720	\$ 268,360	\$ 225,000	\$ 225,000
Miscellaneous Income	\$ 344	\$ 16,547	\$ 46,800	\$ 46,800
Osborn Branch Library	\$ -	\$ 22,102	\$ 51,029	\$ 51,029
Auxiliary Board Transfer	\$ -	\$ -	\$ 62,500	\$ 62,500
Endowment Transfer	\$ 95,004	\$ 95,004	\$ 85,000	\$ 85,000
	<u>\$ 173,068</u>	<u>\$ 1,522,013</u>	<u>\$ 1,785,329</u>	<u>\$ 1,785,329</u>
Expense				
Library Materials				
Books	\$ 7,213	\$ 68,704	\$ 71,488	\$ 71,488
Audio Visual	\$ 23,674	\$ 45,293	\$ 36,485	\$ 36,485
Periodicals	\$ 328	\$ 7,146	\$ 12,900	\$ 12,900
Programs	\$ (4,658)	\$ 8,232	\$ 7,500	\$ 7,500
Miscellaneous	\$ -	\$ 12,558	\$ 20,100	\$ 20,100
	<u>\$ 26,557</u>	<u>\$ 141,933</u>	<u>\$ 148,473</u>	<u>\$ 148,473</u>
Library Operations				
Supplies	\$ 532	\$ 17,817	\$ 13,000	\$ 13,000
Equipment & Systems - New	\$ -	\$ 9,451	\$ 4,500	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 5,000	\$ 5,000
Automated Systems	\$ -	\$ 78,172	\$ 65,000	\$ 65,000
Telephone	\$ 252	\$ 5,657	\$ 5,000	\$ 5,000
Postage	\$ 913	\$ 3,440	\$ 10,000	\$ 10,000
Printing & Publicity	\$ 3,413	\$ 40,006	\$ 40,000	\$ 40,000
Auditing	\$ -	\$ 16,640	\$ 16,500	\$ 16,500
Legal Services	\$ -	\$ 6,169	\$ 2,000	\$ 2,000
Interest	\$ -	\$ 733	\$ -	\$ -
Miscellaneous	\$ 1,184	\$ 13,850	\$ 10,050	\$ 10,050
	<u>\$ 6,294</u>	<u>\$ 191,935</u>	<u>\$ 171,050</u>	<u>\$ 171,050</u>
Building Operations				
Heat	\$ 2,786	\$ 9,966	\$ 10,000	\$ 10,000
Light & Power	\$ 1,281	\$ 20,277	\$ 35,000	\$ 35,000
Water & Sewer	\$ 200	\$ 6,285	\$ 6,870	\$ 6,870
Fixtures, Furnishings & Equipment	\$ -	\$ -	\$ 5,000	\$ 5,000
Building Supplies	\$ 750	\$ 8,769	\$ 8,000	\$ 8,000
Contracted Services	\$ 4,171	\$ 53,715	\$ 57,190	\$ 57,190
Repairs & Maintenance	\$ -	\$ 35,881	\$ 18,000	\$ 18,000
Insurance	\$ 5,697	\$ 28,509	\$ 39,000	\$ 39,000
Miscellaneous	\$ -	\$ 407	\$ -	\$ -
	<u>\$ 14,885</u>	<u>\$ 163,809</u>	<u>\$ 179,060</u>	<u>\$ 179,060</u>
Personnel				
Salaries	\$ 105,590	\$ 923,147	\$ 955,691	\$ 955,691
Social Security	\$ 7,906	\$ 68,485	\$ 73,110	\$ 73,110
Retirement	\$ 74,528	\$ 74,528	\$ 87,680	\$ 87,680
Medical Insurance	\$ 2,803	\$ 71,111	\$ 99,347	\$ 99,347
Other Insurance	\$ -	\$ 8,668	\$ 13,000	\$ 13,000
Payroll Services	\$ 1,285	\$ 6,623	\$ 4,900	\$ 4,900
Staff Development	\$ 130	\$ 3,366	\$ 2,500	\$ 2,500
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 192,242</u>	<u>\$ 1,155,928</u>	<u>\$ 1,236,228</u>	<u>\$ 1,236,228</u>
Total Income	<u>\$ 173,068</u>	<u>\$ 1,522,013</u>	<u>\$ 1,785,329</u>	<u>\$ 1,785,329</u>
Total Expense	<u>\$ 239,978</u>	<u>\$ 1,653,605</u>	<u>\$ 1,734,811</u>	<u>\$ 1,734,811</u>
Net Receipts (Expense)	<u>\$ (66,910)</u>	<u>\$ (131,592)</u>	<u>\$ 50,518</u>	<u>\$ 50,518</u>

**Rye Free Reading Room
Annual Campaign
December 2020 YTD**

<i>Donations to the Current Annual Campaign</i>		2019	2020	2021
Donations received & deposited in	JAN	10,981	3,979	1713
	FEB	2,960	2,628	
	MAR	1,445	409	
	APR	7,483	435	
	MAY	3,225	306	
	JUN	2,565	5,230	
	JUL	2,406	1,458	
	AUG	16,020	5,358	
	SEP	2,345	3,744	
	OCT	15,966	37,561	
	NOV	17,269	57,970	
	DEC	126,454	102,589	
	Total	209,119	221,667	

<i>Donations to Previous or Subsequent Annual Campaigns</i>				
Donations to <i>prior</i> Annual Campaigns		10,981	50,424	3,526
Donations to the <i>subsequent</i> Annual Campaign		0	0	0
<i>Sub-total</i>		<u>10,981</u>	<u>50,424</u>	<u>3,526</u>

<i>Number of gifts received</i>		364	574	15
<i>Average (mean) gift received</i>	\$	575	\$ 386	\$ -

Rye Free Reading Room
Endowment Report
December 2020

Endowment Inflows/Outflows:	YTD 2020	YE 2019	YE 2018
Beg of Period (Market Value)	2,233,617	2,011,113	2,155,466
Expenses	(13,845)	(14,745)	(14,939)
Transfer to/from Other Funds	(95,004)	(85,000)	(85,000)
Interest & Dividend Income	59,271	68,274	66,566
Appreciation	4,789	253,975	(110,980)
End of Period Bal (Market Value)	2,188,828	2,233,617	2,011,113
Endowment Performance	2.25%	15.29%	-2.75%
Return of S&P 500	14.02%	31.49%	-4.38%
Return of Barclays Bloomberg Aggregate Bond Index	7.36%	8.72%	0.10%

Silvercrest:		12/31/2020	12/31/2019	12/31/2018
Cash & Equivalents	1%	114,631	18,679	58,782
Fixed Income	37%	647,426	756,257	733,190
Equities	57%	1,143,143	1,154,630	953,119
Gold	1%	26,754	21,435	18,188
Other	4%	32,810	77,671	62,427
Silvercrest Total	100%	1,964,764	2,028,672	1,825,706

Endowment Breakdown at:	12/31/2020	Permanently Restricted & Board Designated	Temp Restricted & Board Designated	Temp Restricted & Board Designated
Shea		41,680	45,932	87,612
Flores		76,650	8,750	85,400
Balf		27,390	23,662	51,052
Silvercrest		745,086	1,219,678	1,964,764
		\$ 890,806	1,298,022	2,188,828

Rye Free Reading Room
Bank & Investment Accounts
December 2020

	<u>Current Month</u>	<u>Prior Month</u>	<u>12/31/19</u>
Operating Funds:			
First Republic	157,038	206,619	274,296
TD Bank	0	0	0
Fidelity	0	0	5,280
	<u>157,038</u>	<u>206,619</u>	<u>279,576</u>
Designated Funds:			
First Republic	274,961	273,600	315,909
TD Bank	0	0	0
Fidelity	1	1	1
	<u>274,962</u>	<u>273,601</u>	<u>315,910</u>
Designated Funds Breakdown:			
Capital Projects Fund	50,919	50,919	71,908
Auxiliary Board Fund	106,439	106,439	112,149
Gift Fund	116,243	116,243	131,853
	<u>273,601</u>	<u>273,601</u>	<u>315,910</u>
First Republic Loan			
Principal	196,719	196,719	250,000
Principal Payoff	196,719	196,719	41,925
Balance	0	0	208,075
Monthly Interest	0	733	723
YTD Interest Paid	733	733	9,709
Endowment Funds:			
Silvercrest/Schwab	1,964,764	2,011,619	2,028,672
Flores	85,400	89,062	82,338
Shea	87,612	89,545	77,370
Balf	51,052	52,213	45,237
Endowment Total	<u>2,188,828</u>	<u>2,242,439</u>	<u>2,233,617</u>

Rye Free Reading Room Combined Report For 12 Months Ending December 2020

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,120,000	\$ -	\$ -	\$ 1,120,000
Annual Campaign	268,360	0	0	268,360
Contribution	-	42,760	0	42,760
Grants	-	0	0	-
Osborn Branch Library	22,102	0	0	22,102
Income from Invested and Equity	-	0	59,271	59,271
Miscellaneous	16,547	0	0	16,547
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,427,009</u>	<u>42,760</u>	<u>59,271</u>	<u>1,529,040</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	-90,215	(90,215)
Total Funds	<u>1,427,009</u>	<u>42,760</u>	<u>-30,944</u>	<u>1,438,825</u>
Expense				
Library Materials				
Books	68,704	5,000	0	73,704
Audio Visual	45,293	0	0	45,293
Periodicals	7,146	0	0	7,146
Programs	8,232	42,066	0	50,298
Online Resources	3,044	0	0	3,044
Miscellaneous	9,514	0	0	9,514
	<u>141,933</u>	<u>47,066</u>	<u>0</u>	<u>188,999</u>
Library Operations				
Supplies	17,817	0	0	17,817
Equipment & Systems - New	9,451	0	0	9,451
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	78,172	1,032	0	79,204
Telephone	5,657	0	0	5,657
Postage	3,440	0	0	3,440
Printing & Publicity	40,006	925	0	40,931
Auditing	16,640	0	0	16,640
Interest	733	0	0	733
Legal Services	6,169	0	0	6,169
Miscellaneous	13,850	0	0	13,850
	<u>191,935</u>	<u>1,957</u>	<u>0</u>	<u>193,892</u>
Building Operations				
Heat	9,966	0	0	9,966
Light & Power	20,277	0	0	20,277
Water & Sewer	6,285	0	0	6,285
Fixtures, Furnishings & Equipment	0	2,500	0	2,500
Building Supplies	8,769	0	0	8,769
Contracted Services	53,715	0	0	53,715
Repairs & Maintenance	35,881	25,439	0	61,320
Insurance	28,509	0	0	28,509
Miscellaneous	407	0	13,845	14,252
	<u>163,809</u>	<u>27,939</u>	<u>13,845</u>	<u>205,593</u>
Personnel				
Salaries	923,147	0	0	923,147
Social Security	68,485	0	0	68,485
Retirement	74,528	0	0	74,528
Medical Insurance	71,111	0	0	71,111
Other Insurance	8,668	0	0	8,668
Payroll Services	6,623	0	0	6,623
Staff Development	3,366	0	0	3,366
Miscellaneous	0	0	0	-
	<u>1,155,928</u>	<u>0</u>	<u>0</u>	<u>1,155,928</u>
Total Expense	<u>1,653,605</u>	<u>76,962</u>	<u>13,845</u>	<u>1,744,412</u>
Net Receipts/Expenses	<u>-226,596</u>	<u>-34,202</u>	<u>-44,789</u>	<u>-305,587</u>
Prior Year Funds	<u>279,576</u>	<u>315,910</u>	<u>2,233,617</u>	<u>2,829,103</u>
Balance	<u>52,980</u>	<u>281,708</u>	<u>2,188,828</u>	<u>2,523,516</u>

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Distributed 2021 budget information to staff for planning
- Strategic Planning
 - Researched business library functions, such as copyright information, SCORE integration, and other services
 - Reviewed future construction needs

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Mailed thank you notes to all new donors and those who increased their 2020 gifts
- Community Relations
 - Attended January Chamber of Commerce meeting
 - Discussed Doris Bird exhibit with Bird Homestead
 - Planned 2021 Community Author Festival with Historical Society
- Fundraising
 - Discussed 2021 Novel Night alternatives with Auxiliary Board
 - Reviewed 1st quarter grant opportunities from ALA

BUILDING & GROUNDS:

- Received quote on adding storm windows to the historic building windows for 2021 grant planning.

STAFF & PERSONNEL

- Researched customer service workshop leaders for staff development day
- Reviewed staffing roles and responsibilities post COVID.

2020 Statistics

Library services looked quite different in 2020, and the statistics are no exception. Circulation is down by 1/3, but that is in keeping with the larger system wide trends. Across WLS, circulation is down by ¼ to ½. Digital items provided a boost to overall usage. New digital users have also been increasing, with almost as many new user accounts as there were library cards issued in 2020.

Reference questions are also down, but that is tempered slightly by the deployment of virtual chat services.

Programs have decreased as well, with attendance down at a higher proportion than the decrease in programs. However, we were able to offer more teen programs this year than last year, thanks in part to the collaboration between the library and the Rye Youth Council. Capacity restrictions and Zoom fatigue contributed to the lower program numbers.

The new door counters are working correctly, but reflect a significant decrease in people crossing the threshold. That decrease is reflected in lower computer usage and lower wifi engagement.

The website redesign and the online appointment calendar have increased the traffic to the library website.

The library added nearly 1,000 more digital items than in 2019. Purchasing 1,427 items, in addition to cost per circulation digital items cost the library \$53,000. That was about 1/3 of the materials budget, and included funds that had been redirected from other material accounts. Overall purchasing was down, due to both delays in ordering and delays in receiving from Baker and Taylor.

	Oct '19	Nov '19	Dec '19	Oct '20	Nov '20	Dec '20	Q4 2019	Q4 2020	Q4 change	YE 2019	YTD 2020	YTD change
Circulation to Patrons												
RFRR - Total	14513	14200	12469	8642	8485	8731	41,182	25,858	-37%	158,145	100,163	-37%
<i>Adult - All Categories</i>	9644	9313	8558	5826	5901	6225	27,515	17,952	-35%	100,735	74,361	-26%
Fiction	3033	2882	2590	1681	1650	1702	8,505	5,033	-41%	33,931	17,240	-49%
Non-Fiction	1613	1359	1296	684	638	696	4,268	2,018	-53%	15,830	7,429	-53%
Express (Book + AV)	230	215	187	59	69	54	632	182	-71%	2,475	789	-68%
E-Media	2706	2851	2603	2702	2884	3066	8,160	8,652	6%	29,141	39,955	37%
Movie	1255	1200	1228	509	492	491	3,683	1,492	-59%	15,978	6,167	-61%
Music	348	396	313	85	91	104	1,057	280	-74%	4,400	1,408	-68%
Other	459	410	341	106	77	112	1,210	295	-76%	5,090	1,373	-73%
<i>Children's - All Categories</i>	4869	4887	3911	2816	2584	2506	13,667	7,906	-42%	57,410	25,802	-55%
Fiction	3427	3435	2730	2299	2055	2027	9,592	6,381	-33%	40,348	19,351	-52%
Non-Fiction	801	752	666	400	436	375	2,219	1,211	-45%	8,994	4,056	-55%
Movie	594	642	480	69	47	71	1,716	187	-89%	7,298	1,892	-74%
Music	6	2	7	0	0	0	15	0	-100%	76	10	-87%
Other	41	56	28	48	46	33	125	127	2%	694	493	-29%
ROS	330	350	263	141	178	137	943	456	-52%	3,410	1,312	-62%
ILL to Other WLS Libraries												
RFRR	2123	1959	1654	1149	978	1076	5,736	3,203	-44%	19,443	10,385	-47%
ROS	39	39	57	0	0	0	135	0	-100%	412	64	-84%
New Patron Registration												
RFRR	80	87	50	49	26	31	217	106	-51%	1,013	458	-55%
<i>Adult</i>	53	61	37	40	25	28	151	93	-38%	661	400	-39%
<i>Teen</i>	9	10	5	1	0	0	24	1	-96%	87	7	-92%
<i>Children</i>	18	16	8	8	1	3	42	12	-71%	265	51	-81%
<i>Digital</i>	11	19	27	20	21	22	57	63	11%	331	429	30%
ROS	3	8	7	0	1	0	18	1	-94%	50	13	-74%
Reference Services												
Questions Answered												
RFRR	3937	1064	847	1683	1829	1591	5,848	5,103	-13%	34,721	17,143	-51%
Adult	2674			743	849	853	2,674	2,445	-9%	20,847	10,183	-51%
Children	1263	1064	847	940	980	738	3,174	2,658	-16%	13,874	6,960	-50%
ROS	99	98	96	50	45	50	293	145	-51%	1,142	386	-66%
Programs & Events (RFRR Only)												
Programs & Program Attendance												
<i>Programs</i>	109	104	97	75	92	61	310	228	-26%	1,129	674	-40%
Adult	39	36	35	16	16	9	110	41	-63%	371	193	-48%
Teen	15	21	11	9	14	10	47	33	-30%	121	123	2%
Children	55	47	51	50	62	42	153	154	1%	637	358	-44%
<i>Attendance</i>	2773	2650	1951	1007	1018	694	7,374	2,719	-63%	29,550	10,064	-66%
Adult Programs	495	422	532	94	76	77	1,449	247	-83%	6,331	1,342	-79%
Teen Programs	124	308	114	42	176	94	546	312	-43%	1,064	1,008	-5%
Children's Programs	2154	1920	1305	871	766	523	5,379	2,160	-60%	22,555	7,714	-66%
Library Visits (Doorcount; RFRR Only)												
Doorcount												
RFRR	15968	13944	12002	1543	1479	1467	41,914	4,489	-89%	166,437	39,404	-76%
Length of Visit												
RFRR	7246	8292	7292	2518	2794	2818	22,830	8,130	-64%	80,793	46,206	-43%
5 - 20 min	3561	4164	3817	1145	1397	1550	11,542	4,092	-65%	39,855	23,430	-41%
20 - 60 min	1698	1946	1627	740	634	538	5,271	1,912	-64%	19,372	10,989	-43%
1 hr - 6 hr	1766	1925	1622	528	544	456	5,313	1,528	-71%	18,894	9,568	-49%
6 hr - +	221	257	226	105	219	274	704	598	-15%	2,672	2,219	-17%
Electronic Services (RFRR Only)												
Computer Sessions												
Use of Public PCs	651	644	602	294	364	335	1,897	993	-48%	8,181	3,221	-61%
Adult PCs	490	431	430	282	342	325	1,351	949	-30%	6,327	2,382	-62%
Laptops	73	102	73	12	22	10	248	44	-82.258	742	245	0%
Children PCs	88	111	99	0	0	0	298	0	-100%	1,112	594	-47%
Website Use												
Sessions (Visits)	4776	4537	4462	6094	5424	5225	13,775	16,743	22%	55,552	63,303	14%
Users	3340	3180	3199	3907	3372	3190	9,719	10,469	8%	38,527	39,736	3%
Pageviews	6807	6454	6386	11667	10294	9120	19,647	31,081	58%	84,217	150,029	78%
Wifi Usage												
Sessions	1699	1720	1352	458	357	195	4,771	1,010	-79%	17,194	6,327	-63%
Technical Services												
Items Added												
RFRR	755	832	735	355	562	370	2,322	1,287	-45%	7,511	5,147	-31%
<i>Adult</i>	581	749	463	304	485	364	1,793	1,153	-36%	6,138	4,172	-32%
Fiction	385	307	216	168	133	46	908	347	-62%	3,315	2,038	-39%
Non-Fiction	40	66	58	12	12	5	164	29	-82%	540	217	-60%
eBooks	79	0	110	96	169	292	189	557	195%	473	1,427	202%
Express (Book + AV)	29	19	12	15	15	3	60	33	-45%	253	141	-44%
Movie	39	13	57	12	0	18	109	30	-72%	440	152	-65%
Music	9	258	10	1	110	0	277	111	-60%	424	142	-67%
Other	0	86	0	0	46	0	86	46	-47%	693	55	-92%
<i>Children's</i>	174	83	272	51	77	6	529	134	-75%	1,373	975	-29%
Fiction	142	51	200	48	20	2	393	70	-82%	966	671	-31%
Non-Fiction	17	4	51	3	57	0	72	60	-17%	312	270	-13%
Movie	15	28	1	0	0	4	44	4	-91%	151	10	-93%
Music	0	0	0	0	0	0	0	0	#DIV/0!	13	0	0%
Other	0	0	20	0	0	0	20	0	-100%	20	38	90%
ROS	28	19	22	0	0	0	69	0	-100%	245	38	-84%

Adult Services

PROGRAMMING AND DISPLAYS:

- We have decided to continue our Book Bundles program beyond the holidays and will continue the program as long as there is interest.
- Virtual Programs
 - Adult Take and Make Craft (DIY wall calendars), Get OnBoard with Extraordinary Cheeseboards (40 registrants),
 - Adult Writing Group, Rye Storytellers Guild, Armchair Art Tours BFFs: Man and Dog in the Classical World,
- Virtual Book Groups
 - Thursday Afternoon, Friday Morning Book Cafe, Current Events, American Love for Nature, Virtual Book Group

COMMUNITY OUTREACH/PARTNERSHIPS -Strategic goal 4: Advance strategic partnerships with community and regional agencies:

- RFRR reached out to the community offering support for covid-19 vaccination appointment registration, most specifically the Rye Senior program - many patrons have called or come to the Library in person for help with this challenging process.

MATERIALS:

- We are working closely with Baker and Taylor to find new ways to receive our books in an even more timely manner.
- We began circulating family board games that are in the YA collection.

Teen Services

PROGRAMMING AND DISPLAYS:

- Take & Make crafts have switched from weekly to monthly, with continued interest from teens
- Monthly themed Teen Book Loot Boxes were picked up by 26 teens (and more signed up after the deadline), and next month's theme will be "Relationships"
- The new time slot of programming on Fridays at 4 is being evaluated
- "Teen Intersectionality Book Club" added 2 new members, and they chose to read *Blended* for February
- Teen led programs are being proposed by TAB members for additional community service credit
- Intergenerational programming is in the works for the spring
- D&D continues to be regularly attended, and has shifted to an every other week schedule

COMMUNITY OUTREACH - Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships

- I will be speaking about the work of the library program, Activist Academy, at the Youth Services Conference for NYLA.

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).

- An informal summer Battle of the Books League is in the works for this Summer 2021
- A community wide scavenger hunt is in the works for April as well and will tie in local businesses, locations of interest, and organizations

MATERIALS:

- Items continue to be added to the collection
 - A circulating board game collection is in the works launched
 - The TAB has formed sub-groups to work on teen informed collection development
-

Children's Services

Programs and Displays

- Virtual programming continues in many ways. Granny Jean still records a weekly Tales for Tots session that is posted on our YouTube page and linked on social media. A new video is posted every Tuesday.
- Our Wednesday Cooking with Kids class has continued to see large crowds in the new year. Last week our homemade granola bars attracted 29 children attendees and we are expecting 26 on the 20th for Philly Cheesesteak Biscuit Bombs.
- Samantha's monthly Coding Club continues as a virtual program. We offer a session for K-2nd graders and one for 3rd-5th graders. The 3rd-5th graders met on the 19th for a New Year's themed class and the younger group will meet on the 21st. There is a good small group of kids attending regularly.
- Our fall Take and Make bags are still quite successful. Weekly we send out between 40-50 Pre-K Take and Make bags and between 20-30 K-5 Take and Make Bags.

COMMUNITY OUTREACH (Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships):

- Samantha began doing community outreach as a part of planning for our April community Clue event. Several local businesses have already agreed to allow us to post clues in their windows for a scavenger hunt type event for the whole family. The Community Clue event will take place on April 24th.

MATERIALS

- Ordering of books has resumed and several carts of books have been ordered for the children's room.
- A cart of new foreign language books has been ordered to reflect the needs of the community, based on the weeding project that was completed last year.
- Non-fiction weeding project is underway.



February Talking Points

The library is open for browsing and studying – reserve a spot at www.ryelibrary.org/appointment. Reserve a study space for you or a group, browse the collection, collect materials for a learning pod, grab an activity kit, and more.

You may be able to double the impact of your annual campaign donation – visit www.ryelibrary.org/double for more information.

Book donations are now being accepted. Details are online at www.ryelibrary.org/booksale

Thank you to all for donating to the annual campaign. Private donations sustain the book collections, programs, and much more at the Rye Free Reading Room, and your support delivers library services to all Rye residents.

Notable Activities

Sunday, January 31 – 2 pm

When Veterans Return Home: Disability in Ancient Greek Warfare – a lecture by Dr. Debby Sneed. This talk will be about the historical and archaeological evidence for people with disabilities during and after wars in ancient Greece.

Trustee Action: Share, register and attend

Tuesday, February 16 – 6:00 pm

From Thomas Jefferson to Kraft: A History of Macaroni and Cheese. Food historian Sarah Johnson covers the history of sauces and the transition from presidential dish to boxed meal.

Trustee Action: Share, register, and attend.

Sunday, March 7 – 4:00 pm

Jessica Kellgren-Fozzard will be speaking about self advocacy, disability rights, and community education. She is a celebrated fashion and deaf education Youtuber based in the UK, who is also a member of the LGBTQIA community. The program is co-sponsored by the library, the Rye Youth Council, Heard in Rye, and RyeACT, with additional support from other libraries in Westchester. Action: Sing up and attend.

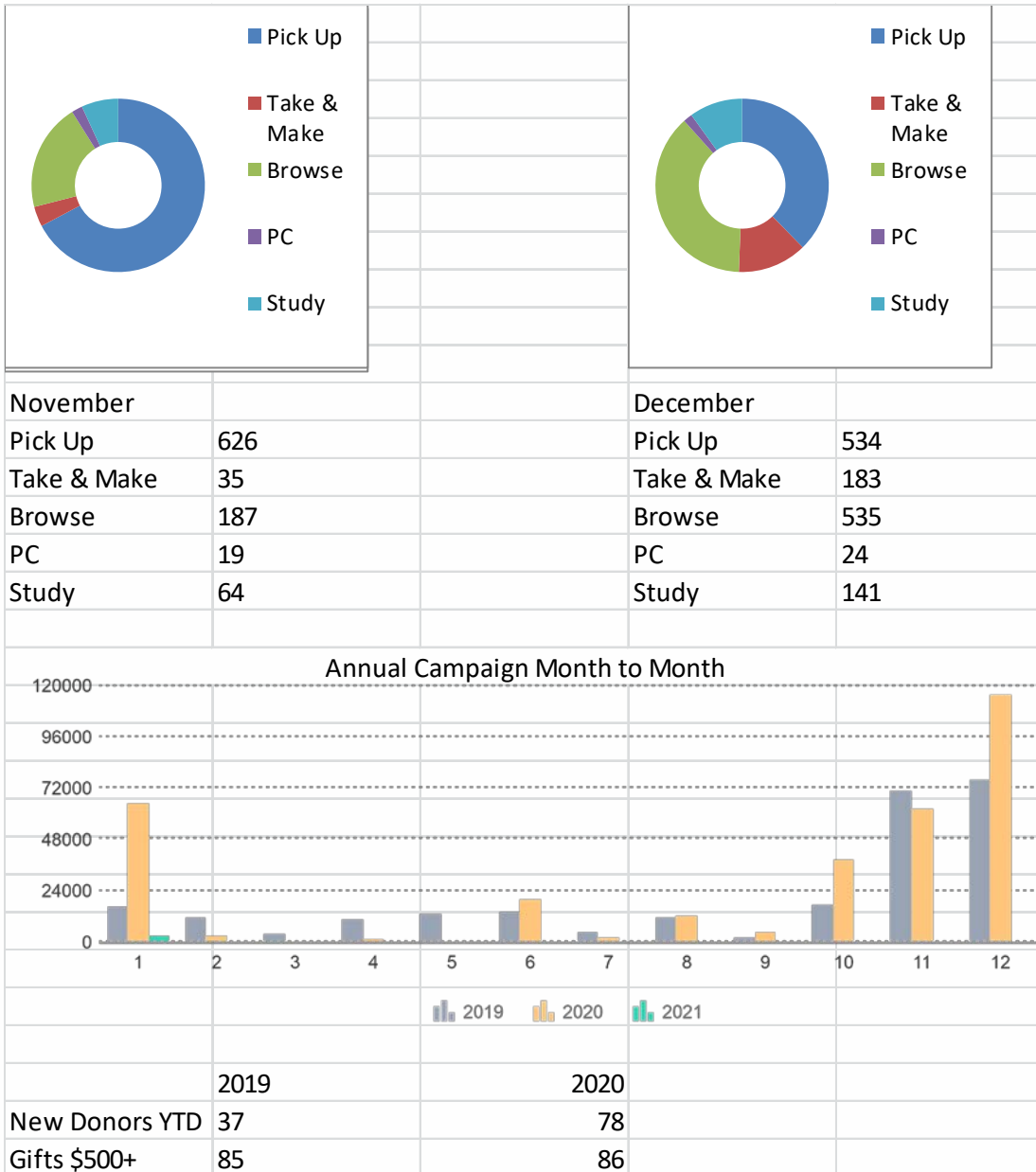
Trustee Action: Share, register, and attend.

Sunday, March 14 – 3:00 pm

American Politics and Community : What does it mean to be an American in the 21st Century? This timely series arranged by the Humanities NY grant explores civic thought, feeling, and participation in the government process.

Trustee Action: Share, register, and attend.

December Trustee Dashboard



Board Committee Descriptions

Building and Grounds Committee

Chaired by a Trustee with construction, engineering, HVAC, architecture, interior design, energy, green design, or relevant prior experience. The Committee consists of the Chair and at least three trustees with relevant experience.

The Committee shall be responsible for the maintenance and upkeep of the building.

The Committee shall monitor building projects at the library, and may review bids for any related work over an amount agreed upon by the Trustees.

The Committee may review vendor contracts for building and grounds maintenance and repair work, and may make recommendations for the Board of Trustees approval.

The Committee may create a building systems and furnishings maintenance schedule.

The Committee shall work with the board on all matters related to the planning, design, and construction of the library building.

Development Committee

Chaired by a Trustee with deep knowledge of the community, or with communication or marketing background. The Committee consists of the Chair and at least three trustees with communication, financial planning, interpersonal skills, or marketing experience.

The Committee shall be responsible for creating a development plan and strategy.

The Committee shall be involved with the development of the annual campaign materials and messaging.

The Committee shall actively participate in the selection of prospects, preparation for solicitations, cultivation, and actual asking.

The Committee shall develop strategies for involvement and cultivation of major gift prospects and evaluate prospects for increased levels of contributions.

The Committee shall solicit gifts at the various giving levels, and shall involve other Library Board members and staff in the cultivation and solicitation process.

The Committee shall work with the board on all matters related to fundraising and library sustainability.

Finance and Audit Committee

Chaired by the Treasurer of the Board. The Committee consists of the Treasurer of the Board and at least three Trustees who are knowledgeable about financial matters.

The Committee shall monitor finance functions, oversee budgeting processes, provide accurate and timely financial information to the Board of Trustees, discuss annual financial statements with independent auditors, provide advice to management and the Board of Trustees, and ensure that the library's financial structure is appropriate for its current and long-term needs.

The Committee shall recommend an investment policy to the Board, manage the library's capital assets and investments and report to the Board of Trustees at least semi-annually on changes in current holdings.

The Committee and the Board of Trustees create the budget and establish financial policies based on staff recommendations and financial information provided by the staff and by the annual audit.

The Committee shall also be responsible for reviewing and understanding library procedures to be certain they are adequate and effective to conform to the Board's financial policies.

The Committee shall schedule regular meetings, each focused on monitoring one area of the library's corporate governance:

1. Financial reporting.
2. Internal controls over financial reporting.
3. Audit processes (June).
4. Adherence/compliance with standards (April).
5. Risk assessment.

Nominating

Chaired by the Past President, Vice President or a Trustee with deep knowledge of the community and experience with non-profit board governance. The Committee consists of the Chair and at least three trustees with extensive governance experience, or familiarity with continuing education and self-assessment.

The Committee shall review the board's composition and identify talents, skills, experience, and qualities needed to ensure effective and efficient functioning and governance.

The Committee shall prepare and present to the Board of Trustees not later than at its September meeting a list of Trustee-candidates with a brief statement of the background and qualifications of each candidate.

The Committee shall on or before the 20th day of December prepare a list of nominees who have so accepted and a list of nominees for the Officers to be elected at the next Annual Meeting.

The Committee shall conduct orientation for new board members

The Committee shall recommend continuing education and training opportunities to the board, and conduct self-assessment of the board's performance, both collective and individual

Strategic Planning Committee

Chaired by a Trustee with experience in long range organizational planning, outcomes evaluation, or previous relevant experience. The Committee consists of the Chair and at least three trustees with organizational planning, outcomes evaluation, or previous relevant experience.

The Committee shall develop and refine a strategic plan, review and evaluate the progress and effectiveness of that plan, and recommend changes to the plan when necessary or advisable

The Committee shall solicit input and communicate with library staff, community members, and other library stakeholders

The Committee shall work with the board on all matters related to the strategic planning process.