Tuesday, January 25, 2022
7:30 pm Board of Trustees Monthly Meeting
Zoom

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
   a. Approve December 2021 meeting minutes (Attachment)
   b. Accept the December 2021 financial statements (Attachment)
   c. Approve the Annual Meeting date change (Attachment)
4. President's Report
5. Information Items
   a. Staff Reports (Attachments)
      i. Director's Report
         1. 2021 year end statistics
      ii. Adult Report
      iii. Teen Report
      iv. Children's Report
   b. Auxiliary Board
6. Board Discussion
   a. 2022 Committees
      i. Committee Opportunities (Attachment)
   b. Policy Review
   c. Architect / Space Planner update
   d. Mission Moments (Attachment)
   e. Fund Transfer (Handout)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, February 15 – 7:30 pm – Annual Meeting
                             Tuesday, March 29 – 7:30 pm

https://us06web.zoom.us/j/86888317941
Meeting ID: 868 8831 7941
One tap mobile
+19292056099,,86888317941# US (New York)
+13126266799,,86888317941# US (Chicago)

Minutes of the December 14, 2021
RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:33. No one from the public was in attendance.

Consent Agenda
Kathleen presented the consent agenda which included the minutes of the November 2021 meeting; the November 2021 financial statements; the 2022 holiday closing schedule; and the 2022 Board of Trustees meeting dates. Jackie moved that the consent agenda be approved. Francis seconded. All approved.

President's Report
There was no President's report.

Staff Reports

Chris reported that the library's participation in Mistletoe Magic was very successful. Children made 160 snowflakes. He also noted that the library is in the second round for a METRO grant relating to STEM programming. Catherine reported that there will be a reorganized new book area with more "forward facing" books with reader's advisory materials displayed, and that the teen collection had been rearranged in a similar way. New picture books, series and chapter books are arriving and t shelves are beginning to fill again. There are now children's programs every weekday. An arts & crafts after school program will begin in January. The library had its first school visit (from Midland) since the pandemic began.

Auxiliary Board
Lina reported that the Novel Night committee had its kick-off meeting. The theme will be love is love. Already 7 hosts are committed. The number for the after party at Mamaroneck Yacht Club is capped at 500 although they could do 350 under a tent. Chris is seeing if the Shenorock deposit, which was paid in 2019, can be applied to another event.

Development Committee
Jill reported that as of December 10 the campaign had exceeded its goal with 421 donors contributing over $266,000. This is a 37.5% increase in gifts. There are 81 new donors. Chris circulated a list of previous donors that have not yet contributed so that board members could write notes.

Nominating Committee

Emilie presented the slate of new trustees and new officers. She noted that so far there is no one set for the treasurer's position. Kathleen has been working on it. She noted that she would like a succession play with a treasurer and a back-up who would eventually move into the role. New trustee Marie Seiler has a financial background and is willing to take the position. Ted will work with her during the transition. Sara moved that board accept the slate of officers. Emilie seconded. All approved. Sara then moved to accept the slate of new trustees. Emilie seconded. All approved.

Policy Review

Sara reported on the review that she and Ted had done on 3 of the library's policies. The Code of Conduct policy was discussed. Kathleen pointed out that policies should be broadly written. Chris and the staff can interpret them. Some libraries are very specific with policies. Lina asked Chris if there had been any specific conduct problems. He noted that some patrons had an issue with masks but left of their own accord. There are specific policies relating to the teen and children's room spaces. Chris will include tobacco products in #6 in compliance with New York State guidelines. The Programming Policy was then discussed. This is a new policy. There is a difference between programs sponsored by the library and those held by other organizations at the library. The policy delineated the director's final responsibility for programming. The Public Use of Library Facilities was then discussed. Commercial users and anyone charging admission pays a fee for the use of the space. Sara asked if the fee schedule should continue to be included within the policy. Chris said that it was there because fees were an area of board approval. The board will vote on the final versions of these 3 policies in January.

Architect/Space Planner Update

Lina updated the board on the process. There had been 6 responses to our rfp which outlined the issues involved in the project as flooding, resilience of the building; uses of the building ; and outdoor space. Two firms, Skolnick and HMA2, had been asked to make presentations to the committee. The committee decided on Skolnick. Kristin discussed the costs and next steps. The board must decide between the two prices quoted by Skolnick. The 10 week $95,000 version provides more drawings, more meetings and 4 rather than 2 community outreach sessions. Skolnick will begin in January but not be completed by the annual meeting, which was the initial goal. Emilie asked about how the community outreach was done. Kristin said that they reach out to different stakeholder groups with focus groups. Kathleen felt it was important to have the community feel involved in the project. Jackie moved to approve the additional $20,000 so that the 10 week plan could be adopted. Sara seconded. All approved.

Mission Moments
Kathleen reminded board members to reach out to previous donors who had not yet made a donation. There are several upcoming programs including a zoom program about preserving a historic tavern in Newburgh and the Noon Year's Eve Party.

There being no further business, Sara moved to adjourn the meeting. Emilie seconded. All approved. The meeting was adjourned at 8:37.

Action: The Board approve the December 2021 meeting minutes

December Financials

For December

- Annual Campaign income, while lower than last December, shows a very good campaign performance.
- We did not transfer from the AUX board this year - while there was some income from Cliffnotes, it is being used to underwrite programs instead of operating expenses
- Material spending is lower than budget due to the freeze on children's purchases following the flood. While orders have been placed, they were not received before the end of the year.
- We received 25K from our building insurance, which caused a negative balance to show in the repairs and maintenance line for December.
- There were three pay periods in December, but salaries ended the year lower than expected in part due to the three maternity leaves this year.

Action : The Board accept the December 2021 Financial Statement

Rye Free Reading Room
Income and Expense Report
For Twelve Months Ending December 31, 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
Income				
City of Rye	$ -	$ 1,315,000	$ 1,315,000	$ 1,315,000
Annual Campaign	$ 101,425	$ 341,103	$ 225,000	$ 225,000
Miscellaneous Income	$ 955	$ 22,497	$ 22,000	$ 22,000
Osborn Branch Library	$ 4,900	$ 41,738	$ 51,029	$ 51,029
Auxiliary Board Transfer	$ -	$ -	$ 62,500	$ 62,500
Endowment Transfer	$ 95,000	$ 95,000	$ 95,000	$ 95,000
	$ 202,280	$ 1,815,338	$ 1,770,529	$ 1,770,529
Expense				
Library Materials				
Books	$ 6,218	$ 52,096	$ 72,200	$ 72,200
Audio Visual	$ 1,457	$ 18,335	$ 36,485	$ 36,485
Periodicals	$ 188	$ 16,225	$ 12,900	$ 12,900
Programs	$ 1,478	$ 7,533	$ 7,500	$ 7,500
Ebooks/ Binding	$ 455	$ 21,707	$ 20,100	$ 20,100
	$ 9,796	$ 115,896	$ 149,185	$ 149,185
Library Operations				
Supplies	$ 706	$ 18,521	$ 13,000	$ 13,000
Equipment & Systems - New	$ -	$ -	$ 4,500	$ 4,500
Equipment & Systems - Maintenance	$ -	$ -	$ 5,000	$ 5,000
Automated Systems	$ 216	$ 73,672	$ 67,000	$ 67,000
Telephone	$ 480	$ 2,510	$ 6,000	$ 6,000
Postage	$ 669	$ 6,533	$ 10,000	$ 10,000
Printing & Publicity	$ 1,503	$ 30,621	$ 40,000	$ 40,000
Auditing	$ -	$ 17,894	$ 17,500	$ 17,500
Legal Services	$ 2,227	$ 11,005	$ 2,000	$ 2,000
Interest	$ -	$ -	$ -	$ -
Miscellaneous	$ 1,499	$ 17,314	$ 7,800	$ 7,800
	$ 7,300	$ 178,070	$ 172,800	$ 172,800
Building Operations				
Heat	$ 1,304	$ 10,226	$ 10,000	$ 10,000
Light & Power	$ 1,597	$ 25,778	$ 31,500	$ 31,500
Water & Sewer	$ 528	$ 5,950	$ 7,000	$ 7,000
Fixtures, Furnishings & Equipment	$ -	$ 3,818	$ 5,000	$ 5,000
Building Supplies	$ 3,621	$ 13,475	$ 12,000	$ 12,000
Contracted Services	$ 3,987	$ 77,570	$ 64,000	$ 64,000
Repairs & Maintenance	$ (16,996)	$ 143,237	$ 18,000	$ 18,000
Insurance	$ -	$ 29,548	$ 31,000	$ 31,000
Miscellaneous	$ -	$ 414	$ -	$ -
	$ (5,959)	$ 310,016	$ 178,500	$ 178,500
Personnel				
Salaries	$ 112,261	$ 916,001	$ 991,000	$ 991,000
Social Security	$ 8,870	$ 70,535	$ 75,872	$ 75,872
Retirement	$ 97,127	$ 97,127	$ 81,515	$ 81,515
Medical Insurance	$ 6,533	$ 91,507	$ 93,737	$ 93,737
Other Insurance	$ 1,778	$ 8,518	$ 13,800	$ 13,800
Payroll Services	$ 753	$ 6,996	$ 5,100	$ 5,100
Staff Development	$ 454	$ 3,858	$ 2,500	$ 2,500
Miscellaneous	$ -	$ -	$ -	
	$ 227,776	$ 1,194,542	$ 1,263,524	$ 1,263,524
Total Income	$ 202,280	$ 1,815,338	$ 1,770,529	$ 1,770,529
Total Expense	$ 238,913	$ 1,798,524	$ 1,764,009	$ 1,764,009
Net Receipts (Expense)	$ (36,633)	$ 16,814	$ 6,520	$ 6,520

Rye Free Reading Room
Annual Campaign
December 2021 YTD

Donations to the Current Annual Campaign		*2019*	*2020*	*2021*
Donations received & deposited in	JAN	10,981	59,213	29,771
	FEB	2,960	16,352	9,764
	MAR	1,445	2,134	4,471
	APR	7,483	600	7,031
	MAY	3,225	492	3,077
	JUN	2,565	371	3,820
	JUL	2,406	4,267	2,850
	AUG	16,020	6,183	1,940
	SEP	2,345	4,017	37,884
	OCT	15,966	36,564	50,299
	NOV	17,269	64,037	88,772
	DEC	126,454	77,720	101,425
	Total	209,119	271,950	341,104

Donations to *Previous or Subsequent* Annual Campaigns			
Donations to *prior* Annual Campaigns	10,981	56,154	24,193
Donations to the *subsequent* Annual Campaign	0	0	0
Sub-total	10,981	56,154	24,193

Rye Free Reading Room
Endowment Report
December 2021

Endowment Inflows/Outflows:		YTD 2021	YTD 2020	YE 2019
Beg of Period (Market Value)		2,188,828	2,233,617	2,011,113
Expenses		(15,674)	(13,845)	(14,745)
Transfer to/from Other Funds		(95,000)	(95,004)	(85,000)
Interest & Dividend Income		63,379	59,271	68,274
Appreciation		247,318	4,789	253,975
End of Period Bal (Market Value)		2,388,851	2,188,828	2,233,617
Endowment Performance		13.48%	2.25%	15.29%
Return of S&P 500		28.71%	18.40%	31.49%
Return of Barclays Bloomberg Aggregate Bond Index		-1.54%	7.51%	8.72%

Silvercrest:		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	12,815	114,631	18,679
Fixed Income	33%	884,363	647,426	756,257
Equities	58%	1,170,444	1,143,143	1,154,630
Gold	1%	17,096	26,754	21,435
Other	2%	71,182	32,810	77,671
Silvercrest Total	100%	2,155,900	1,964,764	2,028,672

Endowment Breakdown at:		Permanently	Permanently	Temp Restricted
YTD 2021		Restricted	Restricted &	Board Designated
Shea		41,680	55,139	96,819
Flores		76,650	3,274	79,924
Balf		27,390	28,819	56,209
Silvercrest		745,086	1,410,814	2,155,900
	$	890,806	1,498,045	2,388,851

Rye Free Reading Room Combined Report For 12 Months Ending 12/31/2021

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	$ 1,315,000	$ -	$ -	$ 1,315,000
Annual Campaign	341,103	0	0	341,103
Contribution	-	130,427	0	130,427
Grants	-	5,000	0	5,000
Osborn Branch Library	41,738	0	0	41,738
Income from Invested and Equity	-	0	63,379	63,379
Miscellaneous	22,497	24,265	0	46,762
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	1,720,338	159,692	63,379	1,943,409
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	95,000	0	-95,000	-
Appreciation/Depreciation		0	152,318	152,318
Total Funds	1,815,338	159,692	120,697	2,095,727
Expense				
Library Materials				
Books	52,096	0	0	52,096
Audio Visual	18,335	0	0	18,335
Periodicals	16,225	0	0	16,225
Programs	7,533	57,609	0	65,142
Online Resources	3,044	0	0	3,044
Miscellaneous	18,663	60	0	18,723
	115,896	57,669	0	173,565
Library Operations				
Supplies	18,521	221	0	18,742
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	73,672	0	0	73,672
Telephone	2,510	0	0	2,510
Postage	6,533	0	0	6,533
Printing & Publicity	30,621	1,560	0	32,181
Auditing	17,894	0	0	17,894
Interest	0	0	0	-
Legal Services	11,005	0	0	11,005
Miscellaneous	17,314	5,128	0	22,442
	178,070	6,909	0	184,979
Building Operations				
Heat	10,226	0	0	10,226
Light & Power	25,778	0	0	25,778
Water & Sewer	5,950	0	0	5,950
Fixtures, Furnishings & Equipment	3,818	0	0	3,818
Building Supplies	13,475	0	0	13,475
Contracted Services	77,570	0	0	77,570
Repairs & Maintenance	143,237	18,204	0	161,441
Insurance	29,548	0	0	29,548
Miscellaneous	414	0	15,674	16,088
	310,016	18,204	15,674	343,894
Personnel				
Salaries	916,001	0	0	916,001
Social Security	70,535	0	0	70,535
Retirement	97,127	0	0	97,127
Medical Insurance	91,507	0	0	91,507
Other Insurance	8,518	0	0	8,518
Payroll Services	6,996	0	0	6,996
Staff Development	3,858	0	0	3,858
Miscellaneous	0	0	0	-
	1,194,542	0	0	1,194,542
Total Expense	1,798,524	82,782	15,674	1,896,980
Net Receipts/Expenses	16,814	76,910	105,023	198,747
Prior Year Funds	157,038	274,961	2,388,851	2,820,850
Balance	173,852	351,871	2,493,873	3,019,596

2022 Trustee Meeting Schedule

Due to the school winter break, February 24 is not a good option for the annual meeting. Tuesday, February 15th is an available night, and the winner of the Mayor's Award for Contributions to the Literary Arts is available to speak.

Action : The Board approve the change of date for the Annual Meeting from February 24 to February 15.

Director's Report

LIBRARY OPERATIONS:
- Budget
  - Distributed 2022 budgets to staff in all departments
  - Reviewed contracts coming up for renewal for savings opportunities
- Strategic Planning
  - Conducted outreach to community groups for Skolnick planning sessions
  - Reviewed questions for community sessions to prepare for strategic planning process

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:
- Annual Campaign
  - Prepared list for trustees of donors to thank and lapsed donors to contact
- Community Relations
  - Attended January Chamber of Commerce meeting
  - Attended RyeAct meeting
  - Discussed Rye TV activities with past programmers
- Fundraising
  - Secured METRO grant for STEAM programs

BUILDING & GROUNDS:
- Continued work with insurance companies for insurance reimbursement

STAFF & PERSONNEL
- Completed recruitment for occasional children's librarian
- Asked Business manager to provide budget training regarding material spending and set monthly meetings with library departments

2021 Year End Statistics

Library statistics improved compared to 2020, but have not matched the 2019 performance. Circulation increased, and the Children's Collection did not reflect a huge drop in circulation despite the loss of a significant portion of the collection.

The number of questions answered increased for 2021 over 2019 and 2020, which is slightly unexpected, as door count has not climbed over 2019.

Programs and program attendance have both grown vs 2020 as residents have gotten vaccinated and are more comfortable visiting the library. Programs are more volatile, as presenters may change their mind on in person vs online offerings at the last moment.

Wifi use continues to drop, despite the number of people who are in the library with personal devices. With the upcoming speed upgrade to the wireless system, it may encourage more use by patrons.

Fewer items were added in 2021, in part due to delayed shipments and in part due to a temporary freeze on children's material purchases while the flood remediation work was performed.

Rye Free Reading Room   Statistical Summary
Lending Services

Circulation to Patrons			Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR - Total			8642	8485	8731	7838	8391	8691	25,858	24,920	-4%	100,163	115,195	15%
	Adult - All Categories		*5826*	*5901*	*6225*	*5541*	*5708*	*6268*	*17,952*	*17,517*	*-2%*	*74,361*	*75,328*	*1%*
		Fiction	1681	1650	1702	1810	1807	1941	5,033	5,558	10%	17,240	24,526	42%
		Non-Fiction	684	638	696	734	736	653	2,018	2,123	5%	7,429	9,344	26%
		Express (Book + AV)	59	69	54	98	84	75	182	257	41%	789	828	5%
		E-Media	2702	2884	3066	2708	2362	2758	8,652	7,828	-10%	39,955	31,911	-20%
		Movie	509	492	491		542	628	1,492	1,170	-22%	6,167	6,060	-2%
		Music	85	91	104	106	90	111	280	307	10%	1,408	1,436	2%
		Other	106	77	112	85	87	102	295	274	-7%	1,373	1,223	-11%
	Children's - All Categories		*2816*	*2584*	*2506*	*2297*	*2683*	*2423*	*7,906*	*7,403*	*-6%*	*25,802*	*39,867*	*55%*
		Fiction	2299	2055	2027	1806	2068	1949	6,381	5,823	-9%	19,351	31,878	65%
		Non-Fiction	400	436	375	387	509	338	1,211	1,234	2%	4,056	6,004	48%
		Movie	69	47	71	26	49	61	187	136	-27%	1,892	1,035	-45%
		Music	0	0	0	2	1	0	0	3	#DIV/0!	10	3	-70%
		Other	48	46	33	76	56	75	127	207	63%	493	947	92%
ROS			141	178	137	291	266	283	456	840	84%	1,312	2,879	119%

ILL to Other WLS Libraries	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR	1149	978	1076	775	712	830	3,203	2,317	-28%	10,385	11,513	11%
ROS	0	0	0	18	16	19	0	53	#DIV/0!	64	115	80%

New Patron Registration		Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR		49	26	31	47	34	32	106	113	7%	458	763	67%
	Adult	40	25	28	33	22	23	93	78	-16%	400	514	29%
	Teen	1	0	0	0	1	2	1	3	200%	7	27	286%
	Children	8	1	3	14	11	7	12	32	167%	51	222	335%
	Digital	20	21	22	23	22	19	63	64	2%	429	275	-36%
ROS		0	1	0	2	4	2	1	8	700%	13	44	238%

Reference Services

Questions Answered	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR	1683	1829	1591	2205	2350	2918	5,103	7,473	46%	17,143	37,768	120%
Adult	743	849	853	1552	1463	1577	2,445	4,592	88%	10,183	24,733	143%
Children	940	980	738	653	887	1341	2,658	2,881	8%	6,960	13,035	87%
ROS	50	45	50	74	83	77	145	234	61%	386	590	53%

Programs & Events (RFRR Only)

Programs & Program Attendance			Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
	Programs		**75**	**92**	**61**	**81**	**90**	**56**	228	227	0%	674	722	7%
		Adult	16	16	9	25	30	20	41	75	83%	193	189	-2%
		Teen	9	14	10	19	34	15	33	68	106%	123	183	49%
		Children	50	62	42	37	26	21	154	84	-45%	358	350	-2%
	Attendance		**1007**	**1018**	**694**	**2557**	**1685**	**1219**	2,719	5,461	101%	10,064	18,472	84%
		Adult Programs	94	76	77	283	299	211	247	793	221%	1,342	2,432	81%
		Teen Programs	42	176	94	172	332	171	312	675	116%	1,008	1,635	62%
		Children's Programs	871	766	523	2102	1054	837	2,160	3,993	85%	7,714	14,405	87%

Library Visits (Doorcount; RFRR Only)

Doorcount	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR	1543	1479	1467	18354	16975	14363	4,489	49,692	1007%	39,404	154,207	291%

Length of Visit	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR	2518	2794	2818	610	786	896	8,130	2,292	-72%	46,206	22,122	-52%
5 - 20 min	1145	1397	1550	157	212	210	4,092	579	-86%	23,430	8,959	-62%
20 - 60 min	740	634	538	130	157	232	1,912	519	-73%	10,989	5,211	-53%
1 hr - 6 hr	528	544	456	198	232	262	1,528	692	-55%	9,568	5,677	-41%
6 hr - +	105	219	274	125	185	192	598	502	-16%	2,219	2,275	3%

Electronic Services (RFRR Only)

Computer Sessions		Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
Use of Public PCs		**294**	**364**	**335**	**353**	**328**	**316**	993	997	0%	3,221	4,162	29%
	Adult PCs	282	342	325	332	309	285	949	926	-2%	2,382	3,961	66%
	Laptops	12	22	10	21	19	31	44	71	61%	245	201	0%
	Children PCs	0	0	0	0	0	0	0	0	#DIV/0!	594	0	-100%

Website Use		Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
	Sessions (Visits)	6094	5424	5225	4525	3852	3618	16,743	11,995	-28%	63,303	61,724	-2%
	Users	3907	3372	3190	2981	2519	2378	10,469	7,878	-25%	39,736	38,943	-2%
	Pageviews	11667	10294	9120	7467	6290	5921	31,081	19,678	-37%	150,029	106,698	-29%

Wifi Usage		Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
	Sessions	458	357	195	635	634	596	1,010	1,865	85%	6,327	5,172	-18%

Technical Services

Items Added			Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021	Q4 change	YE 2020	YTD 2021	YTD change
RFRR			**355**	**562**	**370**	**421**	**478**	**705**	1,287	1,604	25%	5,147	4,368	-15%
	Adult		*304*	*485*	*364*	*383*	*378*	*413*	*1,153*	*1,174*	*2%*	*4,172*	*3,204*	*-23%*
		Fiction	168	133	46	152	174	183	347	509	47%	2,038	1,774	-13%
		Non-Fiction	12	12	5	15	15	19	29	49	69%	217	178	-18%
		eBooks	96	169	292	189	170	192	557	551	-1%	1,427	885	-38%
		Express (Book + AV)	15	15	3	13	2	6	33	21	-36%	141	104	-26%
		Movie	12	0	18	14	15	10	30	39	30%	152	155	2%
		Music	1	110	0	0	2	0	111	2	-98%	142	85	-40%
		Other	0	46	0	0	0	3	46	3	-93%	55	23	-58%
	Children's		*51*	*77*	*6*	*38*	*100*	*292*	*134*	*430*	*221%*	*975*	*1,164*	*19%*
		Fiction	48	20	2	37	98	278	70	413	490%	671	937	40%
		Non-Fiction	3	57	0	1	2	14	60	17	-72%	270	181	-33%
		Movie	0	0	4	0	0	0	4	0	-100%	10	5	-50%
		Music	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0%
		Other	0	0	0	0	0	0	0	0	#DIV/0!	38	41	8%
ROS			0	0	0	28	10	33	0	71	#DIV/0!	38	181	376%

Rye Free Reading Room Statistical Summary
Lending Services

Circulation to Patrons			Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR - Total			14513	14200	12469	7838	8391	8691	41,182	24,920	-39%	158,145	115,195	-27%
	Adult - All Categories		*9644*	*9313*	*8558*	*5541*	*5708*	*6268*	*27,515*	*17,517*	*-36%*	*100,735*	*75,328*	*-25%*
		Fiction	3033	2882	2590	1810	1807	1941	8,505	5,558	-35%	33,931	24,526	-28%
		Non-Fiction	1613	1359	1296	734	736	653	4,268	2,123	-50%	15,830	9,344	-41%
		Express (Book + AV)	230	215	187	98	84	75	632	257	-59%	2,475	828	-67%
		E-Media	2706	2851	2603	2708	2362	2758	8,160	7,828	-4%	29,141	31,911	10%
		Movie	1255	1200	1228		542	628	3,683	1,170	-68%	15,978	6,060	-62%
		Music	348	396	313	106	90	111	1,057	307	-71%	4,400	1,436	-67%
		Other	459	410	341	85	87	102	1,210	274	-77%	5,090	1,223	-76%
	Children's - All Categories		*4869*	*4887*	*3911*	*2297*	*2683*	*2423*	*13,667*	*7,403*	*-46%*	*57,410*	*39,867*	*-31%*
		Fiction	3427	3435	2730	1806	2068	1949	9,592	5,823	-39%	40,348	31,878	-21%
		Non-Fiction	801	752	666	387	509	338	2,219	1,234	-44%	8,994	6,004	-33%
		Movie	594	642	480	26	49	61	1,716	136	-92%	7,298	1,035	-86%
		Music	6	2	7	2	1	0	15	3	-80%	76	3	-96%
		Other	41	56	28	76	56	75	125	207	66%	694	947	36%
ROS			330	350	263	291	266	283	943	840	-11%	3,410	2,879	-16%

ILL to Other WLS Libraries	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR	2123	1959	1654	775	712	830	5,736	2,317	-60%	19,443	11,513	-41%
ROS	39	39	57	18	16	19	135	53	-61%	412	115	-72%

New Patron Registration		Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR		80	87	50	47	34	32	217	113	-48%	1,013	763	-25%
	Adult	53	61	37	33	22	23	151	78	-48%	661	514	-22%
	Teen	9	10	5	0	1	2	24	3	-88%	87	27	-69%
	Children	18	16	8	14	11	7	42	32	-24%	265	222	-16%
	Digital	11	19	27	23	22	19	57	64	12%	331	275	-17%
ROS		3	8	7	2	4	2	18	8	-56%	50	44	-12%

Reference Services

Questions Answered	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR	3937	1064	847	2205	2350	2918	5,848	7,473	28%	34,721	37,768	9%
Adult	2674			1552	1463	1577	2,674	4,592	72%	20,847	24,733	19%
Children	1263	1064	847	653	887	1341	3,174	2,881	-9%	13,874	13,035	-6%
ROS	99	98	96	74	83	77	293	234	-20%	1,142	590	-48%

Programs & Events (RFRR Only)

Programs & Program Attendance		Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
Programs		109	104	97	81	90	56	310	227	-27%	1,129	722	-36%
	Adult	39	36	35	25	30	20	110	75	-32%	371	189	-49%
	Teen	15	21	11	19	34	15	47	68	45%	121	183	51%
	Children	55	47	51	37	26	21	153	84	-45%	637	350	-45%
Attendance		2773	2650	1951	2557	1685	1219	7,374	5,461	-26%	29,950	18,472	-38%
	Adult Programs	495	422	532	283	299	211	1,449	793	-45%	6,331	2,432	-62%
	Teen Programs	124	308	114	172	332	171	546	675	24%	1,064	1,635	54%
	Children's Programs	2154	1920	1305	2102	1054	837	5,379	3,993	-26%	22,555	14,405	-36%

Library Visits (Doorcount; RFRR Only)

Doorcount	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR	15968	13944	12002	18354	16975	14363	41,914	49,692	19%	166,437	154,207	-7%

Length of Visit	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR	7246	8292	7292	610	786	896	22,830	2,292	-90%	80,793	22,122	-73%
5 - 20 min	3561	4164	3817	157	212	210	11,542	579	-95%	39,855	8,959	-78%
20 - 60 min	1698	1946	1627	130	157	232	5,271	519	-90%	19,372	5,211	-73%
1 hr - 6 hr	1766	1925	1622	198	232	262	5,313	692	-87%	18,894	5,677	-70%
6 hr - +	221	257	226	125	185	192	704	502	-29%	2,672	2,275	-15%

Electronic Services (RFRR Only)

Computer Sessions	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
Use of Public PCs	651	644	602	353	328	316	1,897	997	-47%	8,181	4,162	-49%
Adult PCs	490	431	430	332	309	285	1,351	926	-31%	6,327	3,961	-37%
Laptops	73	102	73	21	19	31	248	71	-0.71371	742	201	0%
Children PCs	88	111	99	0	0	0	298	0	-100%	1,112	0	-100%

Website Use	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
Sessions (Visits)	4776	4537	4462	4525	3852	3618	13,775	11,995	-13%	55,552	61,724	11%
Users	3340	3180	3199	2981	2519	2378	9,719	7,878	-19%	38,527	38,943	1%
Pageviews	6807	6454	6386	7467	6290	5921	19,647	19,678	0%	84,217	106,698	27%

Wifi Usage	Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
Sessions	1699	1720	1352	635	634	596	4,771	1,865	-61%	17,194	5,172	-70%

Technical Services

Items Added			Oct '19	Nov '19	Dec '19	Oct 21	Nov 21	Dec 21	Q4 2019	Q4 2021	Q4 change	YE 2019	YTD 2021	YTD change
RFRR			755	832	735	421	478	705	2,322	1,604	-31%	7,511	4,368	-42%
	Adult		581	749	463	383	378	413	1,793	1,174	-35%	6,138	3,204	-48%
		Fiction	385	307	216	152	174	183	908	509	-44%	3,315	1,774	-46%
		Non-Fiction	40	66	58	15	15	19	164	49	-70%	540	178	-67%
		eBooks	79	0	110	189	170	192	189	551	192%	473	885	87%
		Express (Book + AV)	29	19	12	13	2	6	60	21	-65%	253	104	-59%
		Movie	39	13	57	14	15	10	109	39	-64%	440	155	-65%
		Music	9	258	10	0	2	0	277	2	-99%	424	85	-80%
		Other	0	86	0	0	0	3	86	3	-97%	693	23	-97%
	Children's		174	83	272	38	100	292	529	430	-19%	1,373	1,164	-15%
		Fiction	142	51	200	37	98	278	393	413	5%	966	937	-3%
		Non-Fiction	17	4	51	1	2	14	72	17	-76%	312	181	-42%
		Movie	15	28	1	0	0	0	44	0	-100%	151	5	-97%
		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	41	105%
ROS			28	19	22	28	10	33	69	71	3%	245	181	-26%

Adult Services

<u>PROGRAMMING AND DISPLAYS:</u>
- Book display - Relocated the NEW Adult books. In this new location, books are more "forward facing" and adult librarians have been writing book recommendations and reader's advisory tags. Area is set up in a similar way to a bookstore.
- We have new "staff picks" book marks that staff put inside the books they recommend that are on the shelves.
- Book Groups
  - Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Current Events Book Club, YMCA Booked at the Y, After Work Book Club (new club), Virtual Book Club (new club).
- Programs
  - Scaling Good Design Principles to Your Space, YMCA Mahjong/Canasta, Rye Storytellers, ESL Conversation Class, Writers Group, Armchair Art Tours - Go, Van Gogh!
  - Tara will be starting a digital literacy program series starting in March. She has chosen a theme for each month and will teach classes in digital literacy for children - adults.

<u>COMMUNITY OUTREACH/PARTNERSHIPS - Strategic goal 4: Advance stratregic partnerships with community and regional agencies:</u>
- A number of community meetings led by Skolnick Architecture and Design to discuss future planning at the Library.
- Still hosting on-going senior programs for the YMCA
- Plans were put in motion this month to host the Rye Seniors for the fitness and game programs this June-August.

<u>MATERIALS:</u>
- Moving our plant propagation station behind the circulation desk because it had been moved to the back hall during the flood. This new location will make the plants easier to access.

Teen Services

PROGRAMMING AND DISPLAYS:
- Omicron has caused us to change around and reschedule some events, all teens have been understanding
- Fandom Wars continues to be an engaging display with participation hovering between 40-55 voters per week.
- Teen led programs are being proposed by TAB members for additional community service credit, and they are working on creating subcommittees for regular program planning
- Book displays have been rehomed to the unique case under the stairs, with a lot of attention garnered by the "cozy up with a good book" and "Encanto"
- D&D continues to be regularly attended, and has shifted to an every other week schedule
- Upcoming events have a small crew attending them, and the teen room has gotten popular as temperatures dropped with a 20+ kids in the space after school regularly

COMMUNITY OUTREACH **–**
Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships
- I continue to serve on the Heard in Rye committee
- Program collaboration with the YMCA, pRYEde, Youth Council, and Rye ACT has been rescheduled for outdoors in May due to omicron
- Activist Academy with the Youth Council and pRYEde is resuming bringing speakers in in February
- a mock interview workshop has been planned with the YMCA for the spring as well

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).
- I continue to work with other libraries around the county to have Battle of the Books happen
- I co-judged the YMCA "Heads Up!" safety poster contest
- I have planned an upcoming county-wide Teen Job Search event with WLS coaching services, and other public libraries

MATERIALS:
- I applied for a free games bundle put together by a non-profit organization The Spiel Foundation

Children's Services

Programs and Displays
- Storytimes and music/movement programs are now offered every weekday morning in the library. Tales for Tots returned on Mondays, Marilyn has restarted her bilingual program on Tuesdays, and Dawn, Robert, and Michelle continue their programs on Wednesday, Thursday, and Fridays. All are well attended.
- STEAM Across the Sound Shore is a brand new after school program for 3rd-5th graders, funded by a large grant. The first week was a small group but we hope to see numbers grow as the program continues.
- Michelle began an after school craft program on Wednesdays. So far she has seen very good numbers.
- Michelle is beginning a school-age storytime program on Saturdays and hoping to attract a little bit of an older crowd.
- Our Take and Make bags are still being assembled and distributed monthly.
- Displays for MLK day and winter books.

COMMUNITY OUTREACH
Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships
- We are working with our community partners to try to attract more kids to the STEAM program.
- We have ordered several books for Midland school this month.

MATERIALS
- Ordering of new books continues regularly.
- A large scale audit of the collection has begun. We are hoping to see what is still missing from the shelves and be able to re-order some a large amount of items that were lost in the flood.
- The dollhouse/toys are returning soon. Now that the children are back inside it will be nice for the room to have some options for them. We will prioritize the daily cleaning of toys once that happens.

Board Committee Descriptions

Trustees are generally expected to serve on two committees. Trustees may contact the President to indicate their committee preference, or may be asked by the President to serve on a particular committee.

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

The Committee consists of the newest trustees added to the board, acting as co-chairs. Additional trustees with experience in communication, financial planning, interpersonal skills, or marketing may also serve.

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.

February / March Talking Points

Thank you to all the supporters of the Annual Campaign!

We are working with Skolnick Architecture + Design Partnership, an award- winning, multidisciplinary design studio specializing in architecture, exhibit design, and planning, to address flood solutions and other options to make the library more resilient against future issues. We look forward to sharing details with the community as the plans are developed.

Read Across America is March 2, 2022 – fill out the online request for a book bundle, or stop by the library and get reading recommendations for the whole family.

National Library Week takes place April 3 to 9, 2022. The theme is Connect with Your Library. With curbside pick-up, on-line book bundles, and virtual reference, it's never been easier to check out the library – in person or online.

Notable Activities

Thursday, February 3 at 6:30 pm: Love of Indoor Gardening
> Learn how to care for houseplants, and plant your own to take home. – In person, registration required

Thursday, February 10 at 7 pm: Friends with Words
> Annabel Monaghan hosts an interview with Rye Country Day School mom Samantha Woodruff about her debut novel, The Lobotomist's Wife, an enthralling story of a compassionate and relentless woman, a cutting-edge breakthrough in psychiatry, and a nightmare in the making.

> Monday, February 14 at 4 pm – Author event with Mandana Vetto
> Local author Mandana Vetto reads from her new picture book, *The President Wears Pink*. Join us for storytime and a fun activity! – In person, registration requested

Thursday, February 17 at 7 pm – The Sum of Us discussion Group
> In a facilitated chat, join the discussion on *The Sum of Us* by Heather McGhee. The conversation will focus on Chapter 8, The Same Sky. Heather McGhee will be speaking on Sunday, March 27th at 2 pm at New Rochelle. – On Zoom, register for the link

Tuesday Feb 22 – Feb 25 at 10 am – STEAM across the Sound Shore
> It's a half day of activities for students in Grades 3 to 6! With programs from the Westchester Children's Museum and resources from the library, STEAM up your winter break with learning activities. – In person, registration required

Tuesday, March 1 at 7 pm: How to Successfully Navigate College Admissions in 2022
> Get the ins and outs of the new college admissions process, with more applicants, the importance of research, and how to position yourself in the application process. – Zoom, registration required

Thursday, March 17 at 6:30 pm: Breaking Glass Ceilings : Comics Industry
> Nancy talks about what it takes to make it in the comics industry in all roles, especially as a woman! She will share some of the methodology of making a comic book and insight into being a publisher of Comics, and how she uses comics to further her passion for the environment and anti-bullying. Zoom, registration required

Wednesday, March 23 at 6 pm – Cook it Together
> Cook It Together is a hands-on virtual cooking class that brings people together to cook from the comfort of their own kitchens. Join Ashley Covelli of Big Flavors from a Tiny Kitchen to make a different delicious dinner each month. – On Zoom, register for the link