

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

	Cur	rent Month		2021 YTD		2021 YTD		2021
		2021		Actual		Budget		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	\$	-	\$	-	\$		Ŧ	,
	\$	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 Campaigr	ı	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 Campai	gns		
Donations to prior Annual Campaigns	10,981	56,154	24,193
Donations to the <i>subsequent</i> 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 Valu	e)	2,188,828	2,233,617	2,011,113
Expenses		(15,674)	(13,845)	(14,745)
Transfer to/from Other Fun	ds	(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)	/alue)	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 Aggre	gate Bond Index	-1.54%	7.51%	8.72%
o u <i>i</i>			10/01/0000	10/01/0010
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:

YTD 2021	ermanently Restricted	Permanently Restricted &	Temp 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	Temp. Restricted	Endowment and	
	(Operating)	(Designated)	Board Restricted	Combined
ncome				
City of Rye	\$ 1,315,000 \$		\$ -	\$ 1,315,000
Annual Campaign	341,103	0	0	341,103
Contribution	-	130,427	0	130,42
Grants	-	5,000	0	5,000
Osborn Branch Library	41,738	0	0	41,738
ncome from Invested and Equity	-	0	63,379	63,379
Viscellaneous	22,497	24,265	0	46,762
Fransfer: Auxiliary to Operating	-	0	0	-
Fransfer: Endowment	-	0	0	-
ransfer: Operating to Cap Projects	0	0	0	-
	1,720,338	159,692	63,379	1,943,40
ransfer: Auxiliary to Operating	0	0	0	-
ransfer: Endowment to Operating	95,000	0	-95,000	-
Appreciation/Depreciation		0	152,318	152,318
otal Funds	1,815,338	159,692	120,697	2,095,72
xpense ibrary Materials				
looks	52,096	0	0	52,096
udio Visual	18,335	0	0	18,335
Periodicals	16,225	0	0	16,225
Programs	7,533	57,609	0	65,142
Dnline Resources	3,044	0	0	3,044
Aiscellaneous		60	0	
Viscenarieous	18,663		0	18,72
ibron Charations	115,896	57,669	U	173,56
ibrary Operations	40.504	224		
upplies	18,521	221	0	18,742
quipment & Systems - New	0	0	0	-
quipment & 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	32,183
uditing	17,894	0	0	17,894
nterest	0	0	0	-
egal Services	11,005	0	0	11,005
Aiscellaneous	17,314	5,128	0	22,442
	178,070	6,909	0	184,97
uilding Operations				
leat	10,226	0	0	10,226
ight & Power	25,778	0	0	25,778
Vater & Sewer	5,950	0	0	5,950
ixtures, 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
nsurance	29,548	0	0	29,548
Aiscellaneous	414	0	15,674	16,088
	310,016	18,204	15,674	343,89
Personnel				
	916,001	0	0	916,001
alaries			0	70,535
ocial Security	70,535	0		
ocial Security etirement	70,535 97,127	0	0	97,127
ocial Security etirement	70,535			97,12
ocial Security letirement Aedical Insurance	70,535 97,127	0	0	97,127 91,507
ocial Security letirement Aedical Insurance Dther Insurance	70,535 97,127 91,507	0 0	0 0	97,127 91,507 8,518
ocial Security tetirement Aedical Insurance Dther Insurance 'ayroll Services	70,535 97,127 91,507 8,518	0 0 0	0 0 0	97,123 91,503 8,518 6,996
ocial Security letirement Aedical Insurance Other Insurance layroll Services taff Development	70,535 97,127 91,507 8,518 6,996	0 0 0	0 0 0	97,127 91,507 8,518 6,996 3,858
ocial Security letirement Aedical Insurance Other Insurance layroll Services taff Development	70,535 97,127 91,507 8,518 6,996 3,858	0 0 0 0	0 0 0 0 0	97,127 91,507 8,518 6,996 3,858
ocial Security etirement Aedical Insurance ther Insurance ayroll Services taff Development Aiscellaneous	70,535 97,127 91,507 8,518 6,996 3,858 0	0 0 0 0 0	0 0 0 0 0 0	97,12 91,50 8,51 6,99 3,85 - 1,194,54
ocial Security etirement Aedical Insurance other Insurance ayroll Services taff Development Aliscellaneous otal Expense	70,535 97,127 91,507 8,518 6,996 3,858 0 1,194,542	0 0 0 0 0 0	0 0 0 0 0 0	97,127 91,507 8,518 6,996 3,858
alaries locial Security tetirement Aedical Insurance Dther Insurance Payroll Services taff Development Aiscellaneous Total Expense Vet Receipts/Expenses	70,535 97,127 91,507 8,518 6,996 3,858 0 1,194,542 1,798,524	0 0 0 0 0 82,782	0 0 0 0 0 15,674	97,123 91,507 8,518 6,996 3,858 - 1,194,54 1,896,98



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
 - o 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
 - \circ $\;$ 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 Lending Services Statistical Summary

ending Services	5									04		VTD	VTD
irculation to Pa	itrons	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021		YE 2020	YTD 2021	YTD change
RFRR - Tota	al	8642	8485	8731	7838	8391	8691	25,858	24,920	-4%	100,163	115,195	15
	Adult - All Categories												1
													42
													20
	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	1
													2
						-	-						-11 55
•													65
	Non-Fiction	400		375	387	509	338			2%		6,004	48
	Movie	69	47	71	26	49	61	187			1,892	1,035	-45
	Music											3	-70
DOC	Other								-				92 119
RUS		141	1/0	137	291	200	203	400	640		1,312		YTD
L to Other WLS	S Libraries	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021		YE 2020		change
RFRR		1149	978	1076	775	712	830	3,203	2,317	-28%	10,385	11,513	1'
ROS		0	0	0	18	16	19	0	53		64	115	80
		0.100			• • • • •			~					YTD
	istration												change 6
	Adult												2
	Teen	40	25	20	0	1		93 1	3	200%	400	27	28
	Children	8	1	3	14	11	7	12	32	167%	51	222	33
	Digital	20	21	22	23	22		63	64	2%	429	275	-3
ROS		0	1	0	2	4	2	1	8	700%	13	44	23
			_			-					_	_	
eterence Servic	Ces									04		VTD	VTD
estions Anew	ered	Oct 120	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	Q4 2020	Q4 2021		YE 2020		YTD chang
	orod												chang 12
	Adult	743	849	853	1552	1463	1577	2,445	4,592	88%	10,183	24,733	14
	Children	940	980	738	653	887	1341	2,658	2,881	8%	6,960	13,035	8
ROS		50	45	50	74	83	77	145	234	61%	386	590	
Condition Data program Ope 78 Dec 78 Dec 71 Nov.7 Dec 70 Program Program		VTD											
ograms & Proc	gram Attendance	Oct '20	Nov '20	Dec '20	Oct 21	Nov 21	Dec 21	O4 2020	04 2021		YE 2020		YTD chang
													onung
										83%			
	Teen	9	14	10	19	34	15	33	68	106%	123	183	4
	Children		62										
	Attendance	1007	62 1018	694	2557	1685	1219	2,719	5,461	101%	10,064	18,472	
	Attendance Adult Programs	1007 94	62 1018 76	694 77	2557 283	1685 299	1219 211	2,719 247	5,461 793	101% 221%	10,064 1,342	18,472 2,432	8
	Attendance Adult Programs Teen Programs	1007 94 42	62 1018 76 176	694 77 94	2557 283 172	1685 299 332	1219 211 171	2,719 247 312	5,461 793 675	101% 221% 116%	10,064 1,342 1,008	18,472 2,432 1,635	ະ ສິ
	Attendance Adult Programs Teen Programs	1007 94 42	62 1018 76 176	694 77 94	2557 283 172	1685 299 332	1219 211 171	2,719 247 312	5,461 793 675	101% 221% 116%	10,064 1,342 1,008	18,472 2,432 1,635	8
	Attendance Adult Programs Teen Programs Children's Programs	1007 94 42	62 1018 76 176	694 77 94	2557 283 172	1685 299 332	1219 211 171	2,719 247 312	5,461 793 675	101% 221% 116% 85%	10,064 1,342 1,008	18,472 2,432 1,635 14,405	8
brary Visits (Do	Attendance Adult Programs Teen Programs Children's Programs	1007 94 42 871	62 1018 76 176 766	694 77 94 523	2557 283 172 2102	1685 299 332 1054	1219 211 171 837	2,719 247 312 2,160	5,461 793 675 3,993	101% 221% 116% 85%	10,064 1,342 1,008 7,714	18,472 2,432 1,635 14,405 YTD	8 6 8 YTD
brary Visits (Do	Attendance Adult Programs Teen Programs Children's Programs	1007 94 42 871 Oct '20	62 1018 76 176 766 Nov '20	694 77 94 523 Dec '20	2557 283 172 2102 Oct 21	1685 299 332 1054 Nov 21	1219 211 171 837 Dec 21	2,719 247 312 2,160 Q4 2020	5,461 793 675 3,993 Q4 2021	101% 221% 116% 85% Q4 change	10,064 1,342 1,008 7,714 YE 2020	18,472 2,432 1,635 14,405 YTD 2021	YTD chang
brary Visits (Do	Attendance Adult Programs Teen Programs Children's Programs	1007 94 42 871 Oct '20	62 1018 76 176 766 Nov '20	694 77 94 523 Dec '20	2557 283 172 2102 Oct 21	1685 299 332 1054 Nov 21	1219 211 171 837 Dec 21	2,719 247 312 2,160 Q4 2020	5,461 793 675 3,993 Q4 2021	101% 221% 116% 85% Q4 change 1007%	10,064 1,342 1,008 7,714 YE 2020	18,472 2,432 1,635 14,405 YTD 2021 154,207	YTD chang
brary Visits (Do porcount RFRR	Attendance Adult Programs Teen Programs Children's Programs	007 94 42 871 007 94 42 871 871 871	62 1018 76 176 766 766 Nov '20 1479	694 77 94 523 Dec '20 1467	2557 283 172 2102 0ct 21 18354	1685 299 332 1054 Nov 21 16975	1219 211 171 837 Dec 21 14363	2,719 247 312 2,160 Q4 2020 4,489	5,461 793 675 3,993 Q4 2021 49,692	101% 221% 116% 85% Q4 change 1007% Q4	10,064 1,342 1,008 7,714 YE 2020 39,404	18,472 2,432 1,635 14,405 YTD 2021 154,207 YTD	YTD chang YTD
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Rye Free Reading Room Lending Services Statistical Summary

RFRR - Total 14431 14420 12489 7838 8391 8997 41,422 242 Adult - All Categories 3064 2933 5554 7568	RFRR - To ROS L to Other WL RFRR	tal Adult - All Categories Fiction Express (Book + AV) E-Media Movie Music Other Children's - All Categories Fiction		14513 9644 3033 1613 230 2706	14200 9313 2882 1359 215	12469 8558 2590 1296	7838 5541 1810 734	8391 5708 1807 736	8691 6268 1941 653	41,182 27,515 8,505 4,268	24,920 17,517 5,558 2,123	-39% -36% -35% -50%	YE 2019 158,145 100,735 33,931 15,830 2,475	2021 115,195 75,328 24,526 9,344 828	-1
Fiction 5033 2882 2590 1610 1007 1947 6,568 6,528 221 Express (Bock +AV) 230 215 187 188 44 72 6534 428 2,1 EMedia 2708 8,164 1,235 1205 2015 187 188 44 73 153 120 121 122 121 121 122 121 121 122 121 121 122 121 121 121 122 121	L to Other WL	Fiction Non-Fiction Express (Book + AV) E-Media Movie Music Other Children's - All Categories Fiction		3033 1613 230 2706	2882 1359 215	2590 1296	1810 734	1807 736	1941 653	8,505 4,268	5,558 2,123	-35% -50%	33,931 15,830	24,526 9,344	-4
Non-Fiction 11613 1336 1266 734 736 653 4,268 2,2 E-Media 2706 2261 2603 2708 2262 228 5,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 6,640 7,58 7,59 7,50<	L to Other WL	Non-Fiction Express (Book + AV) E-Media Movie Music Other Children's - All Categories Fiction		1613 230 2706	1359 215	1296	734	736	653	4,268	2,123	-50%	15,830	9,344	
Express (Book +AV) 230 215 187 98 94 97 632 275 642 652 Movie 1255 1200 1226 642 652 3.683 1.11 Music 346 3315 106 00 111 1.057 3 Other 4459 4301 331 108 00 111 1.057 3 Children's - Al Categories 4468 4301 3311 2237 243 1.2 3.056 7.1 1.2 1.4 1.4 1.4 1.2 1.2 1.4 1.4 1.4 1.4 1.4 1.4 1.4 1.4 1.4 1.4 1.4 1.4 1.4	L to Other WL	Express (Book + AV) E-Media Movie Music Other Children's - All Categories Fiction		230 2706	215										
E-Media 2706 2803 2708 3202 2778 8,660 7.88 Movie 1255 1200 1220 1524 268.381 1.1 Music 348 336 335 106 50 111 1,027 32 Childrein - All Categories 4469 4467 3911 2297 2635 2423 3,667 7,40 Non-Friction 8001 762 666 387 609 338 2,4218 1,22 More 469 62 480 281 496 64 161 64 64 65 261 261 283 284 80 Lt Other WLS Libraries Oct '19 Nor '19 Dec '19 Oct 21 Nor 21 Dec 21 64 2019 64 22 281 280 5,78 2,30 5,78 2,30 281 2101 64 201 64 201 64 201 64 201 64 201 64 201 64 201 64 201 64 201 64	L to Other WL	E-Media Movie Music Other <i>Children's - All Categories</i> Fiction		2706								-59%			-(
Movia 1255 1200 1226 542 656 748 656 748 656 745 742 143 656 757 751	L to Other WL	Movie Music Other Children's - All Categories Fiction			2851	2603						-4%	29,141	31,911	
Misic 346 396 313 106 90 111 1,077 37 Others 4459 440 4410 448 85 71 122 1,214 2 Chitters's - All Categories 4469 4457 3911 2297 2633 2433 13,667 7,74 Non-Fiction 601 722 666 397 509 338 2,219 10 0 15 More 642 440 28 649 61 1,714 1 10 15 2 2 76 621 945 8 Other 451 562 75 102 10 15 10 19 10 10 15 10 19 10	L to Other WL	Music Other Children's - All Categories Fiction		1255			2100				1,170	-68%	15,978	6,060	
Châdren's - All Categories 4465 4867 3911 2227 2663 2423 13,667 7.4 Non-Fiction 801 752 666 387 509 338 2,719 126 2088 1349 51 12 Music 66 2 7 2 1 0 15 1 15 1 15 1 15 1 15 16 16 17 15 12 12 16 15 15 16 16 17 15 12 233 30 57 16 16 19 155 3 3 3 221 16 16 10 15 16 16 10 5 16 17 33 22 23 17 1 13 3 217 1 17 136 16 10 15 17 136 16 17 133 22 15 17 136 11 <td>L to Other WL</td> <td>Children's - All Categories Fiction</td> <td></td> <td></td> <td></td> <td>313</td> <td>106</td> <td></td> <td></td> <td></td> <td>307</td> <td>-71%</td> <td>4,400</td> <td>1,436</td> <td></td>	L to Other WL	Children's - All Categories Fiction				313	106				307	-71%	4,400	1,436	
Fiction 3427 3435 2730 1806 2008 1946 9.92 5.8 Movie 594 642 446 26 49 61 1,716 1 Movie 594 642 446 26 49 61 1,716 1 Music 6 2 7 2 1 0 15 2 Cons 330 350 283 291 286 283 943 8 L to Other WLS Libraries Oct '1 Nov '19 Dec '19 Oct 21 Nov 21 Dec 21 Q4 201 Q4 202 RFR 2123 1959 1654 775 712 830 5,738 2,3 ew Patron Registration Oct '1 Nov '19 Dec '19 Oct 21 Nov 21 Dec 21 Q4 201 Q4 202 RFR Adult 563 61 37 33 22 23 21 57 16 16 Dig	L to Other WL	Fiction		459	410	341	85	87	102	1,210	274	-77%	5,090	1,223	-
Non-Fiction 801 752 666 387 509 338 2,719 1,7 Music 66 2 7 2 1 0 15 Other 441 56 28 76 56 75 125 22 RGS 230 350 253 281 282 283 943 8 L to Other WLS Libraries Oct '19 Nov '19 Dec '19 Oct 21 Nov 21 Dec 21 64 2015 Q4 202 RFRR 160 87 50 47 34 32 217 1 Adult 53 61 37 33 22 23 11 1 24 10 10 12 24 10 10 12 24 10 10 12 24 10 11 12 22 10 15 10 10 12 12 14 17 42 10 12 12 <	L to Other WL										7,403	-46%	57,410		
Movie 594 642 440 26 451 61 7,712 1 0 15 ROS 330 350 283 291 266 283 76 56 75 128 2 ROS 330 350 283 291 266 283 943 8 L to Other WLS Libraries Oct '19 Nov '19 Dec '19 Oct 21 Nov 21 Dec '21 04 202 04 2019 Q4 202 RFR 2123 1999 1654 77 71 Nov 21 Dec '19 Oct 21 Nov 21 Dec '21 04 202 212 135 23 217 1 1 135 23 21 23 21 23 21 23 21 23 21 23 21 151 7 1 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24	L to Other WL	Non-Fiction									5,823	-39%	40,348	31,878	
Music 6 2 7 2 1 0 15 ROS 330 350 263 291 266 283 943 8 L to Other WLS Libraries Oct '19 Nov '19 Dec '19 Ott 21 Nov 21 Dec '19 Ott 21 Nov 10 Dec '19 Ott 21 Nov 10 Dec '19 Ott 21 Nov 11 Dec '19 Ott 21 Nov 21 Dec '19 Ott 21 Nov 11 Dec '19 Ott 21 Nov 11 Dec '19	L to Other WL											-44%	8,994	6,004	
Other 41 56 263 76 550 75 125 226 283 943 8 L to Other WLS Libraries Oct '19 Nov '19 Dec '19 Oct 21 Nov 21 Dec 21 Q4 2019	L to Other WL											-92%	7,298	1,035	
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We Patron Registration Oct '19 Nov '19 Dec '19 Oct 21 Nov 21 Dec 21 Q4 2019 Q4 2019 Adult 603 611 37 333 22 23 161 Teen 9 10 5 0 11 2 241 Digital 111 19 27 23 22 19 57 ROS 3 8 7 2 4 2 18 rences Services												-61%	412	115	
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	ooayo	Sessions									1,865	-61%	17,194	5,172	
echnical Services	echnical Servio	ces												VTP	VTT
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												change -31%	7,511	4,368	char
		Adult									1,804	-31%	6,138	3,204	
												-35%	3,315		
												-70%	540	1,774	
Non-Fiction 40 66 58 15 15 19 164		eBooks			0	110		170		189		192%	473	885	
				29	19		13	2	6	60		-65%	253	104	
eBooks 79 0 110 189 170 192 189 5												-64%	440	155	
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Adult Services

PROGRAMMING AND DISPLAYS:

- 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 strategic partnerships with</u> <u>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.

MATERIALS:

• 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