

Tuesday, January 24, 2023
7:30 pm Board of Trustees Monthly Meeting
Meeting Room

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve December 20, 2022 meeting minutes (Attachment)
 - b. Approve the 2023 Auxiliary Board New Members
4. President's Report
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 1. 2022 Statistics (Attachment)
 - ii. Adult Report
 - iii. Teen Report
 - iv. Children's Report
 - b. Auxiliary Board
6. Board Discussion
 - a. Annual Campaign (Handout)
 - b. Finance
 - i. Accept the December 22 financial statements (Attachment, VOTE)
 - ii. Capital Projects Fund Transfer (Attachment, Vote)
 - c. Architect Update (Handout, VOTE)
 - d. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Annual Meeting - Thursday, February 9 – 7:30 pm
 Tuesday, March 28 – 7:30 pm
 Tuesday, April 25 – 7:30 pm

Minutes of the December 20, 2022 RFRR Board Meeting

Kathleen Riegelhaupt called the meeting to order at 7:34. No one from the public was in attendance.

Consent Agenda

The Consent Agenda included the October 2022 meeting minutes, the October 2022 and November 2022 financial statements, the 2023 meeting schedule, the 2023 holiday closing schedule and the Auxiliary Board leadership slate. Jackie moved to accept the consent agenda. Jennifer seconded. All approved.

President's Report

Kathleen reported on New York State's new trustee education policy. Each trustee is required to do two hours of trustee education annually and report to the president and director upon completion. There are many online options. Jan proposed acceptance of the trustee education policy and Maria seconded. All approved.

Staff Reports

Director's Report

Chris reported that the CURE program is continuing. "A Raisin in the Sun" will be featured with a discussion. The Knight Foundation program on information literacy is being incorporated in our programs.

Adult Services

Catherine reported that the adult take and make crafts have been very popular. Most recently the project was a waterless snow globe. There will be another session of the program "Behind the Curtain" in January about using sports to overcome painful issues.

Teen Services

Catherine reported that the gingerbread house competition had 42 attendees. The winner was a lighthouse in Ohio.

Children's Services

Catherine reported that a play area has been defined with a low see-through wall and large toys (kitchen, workbench, etc.) donated by the Auxiliary Board. This has helped with the noise. New reading areas have also been created. People seem happy with the result.

Auxiliary Board

Grace reported on the new officers. Ideas for an off-year fundraiser with a goal of \$75,000 are being discussed.

Annual Campaign

Jennifer reported that thus far there have been 330 gifts totaling \$243,074. There have been 29 new donors. The number of gifts so far is down from last year. Apparently there is a \$15.00 processing fee for using the QR code on our mailer. Chris will check into this. Kathleen noted that 11 of 18 board members have donated this year and she requested full participation by board members. Chris asked board members to send thank you notes.

Architect's Report

Kathleen and Chris updated the board on the most recent meeting with Skolnick regarding the structural support for the renovations. An additional study involving the digging of several pits to determine whether the soil condition and the building foundation can support the proposed renovations is needed. This study would cost \$25,000 plus an additional \$5,00 for repair of the pit sites (pavement, landscaping, etc.). The library does have the cash on hand to do this work. A discussion ensued. Matt moved that the board authorize the expenditure of \$30,000 for this study of the soil condition and building foundation. Jackie seconded. All approved.

Finance

Maria reported that since the budget had been approved, utility costs have risen sharply. She recommended a budget adjustment. There was a discussion on the amount of the endowment transfer this year. A 96% drawdown was suggested since one account cannot be drawn from.

Nominating

Emilie presented the slate of the class of 2026 trustees. Jan moved for approval of the slate and Nicole seconded. All approved. Emilie then presented the executive slate for 2023. Jackie moved to approve the slate and Matt seconded. All approved.

Policy Review

Jennifer presented the proposed changes to the card holder policy, collection development policy and by-laws. Matt moved to approve the proposed changes to the card holder policy and the collection development policy. Jackie seconded. All

approved. Nicole moved that the proposed changes to the by-laws be adopted. Jan seconded. All approved.

Strategic Planning

Nicole presented the strategic plan which is based on 3 pillars: community, family and literacy.

Jennifer moved to approve the strategic plan and Jill seconded. All approved.

Mission Moments

Chris asked the board members to encourage donors in the last 2 weeks of the year. There will be a Noon Year's Eve party on December 31. The "Cooking the Books" program involving recipe sharing will be held on January 4.

Kathleen requested that the board move into executive session to discuss management compensation. Jackie so moved and Emilie seconded. All approved.

The board went into executive session at 8:57. The board came out of executive session at 9:17. Kathleen moved that the board approved management compensation as discussed. Daire seconded. All approved.

There being no new business, Kathleen requested a motion to adjourn. Jill so moved and Jackie seconded. All approved. The meeting was adjourned at 9:18.

Action: The Board approve the December 2022 meeting minutes

Auxiliary Board – New Members

The Auxiliary Board unanimously approved the following new members for a three year term

Molly Boyle
Cally Bruce
Avery Bullock Rossello
Margaret Fabian
Jessica Grundberg
Kelly LeGaye
Victoria McMahon
Sara Romero
Meredythe Ryan

Action : The Board approve the new Auxiliary Board members

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Reviewed 2023 department budgets with staff
- Strategic Planning
 - Planned department reviews of goals and activities
 - Updated board report template for March 2023 meeting
 - Set up new program calendar test for library programs

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Continued sending thank you letters to new donors and donors who increased their gifts
 - Planned outreach to lapsed 2022 donors
 - Drafted 2023 National Library Week appeal
- Community Relations
 - With CURE, planned program Hansberry: Civil Rights and Freedom Practices, featuring Director John Collins, conceiver/actor Greig Sargeant, and actress April Matthis of "Baldwin and Buckley at Cambridge" on March 2 at 7 pm.
 - Attended NonProfit Westchester NY State Delegation forum to hear from elected officials on non-profit funding opportunities and challenges for the upcoming state budget cycle
- Fundraising
 - With Auxiliary Board, worked on outlining potential off year fundraiser

BUILDING & GROUNDS:

- Coordinated excavation work schedule with Skolnick

STAFF & PERSONNEL

- Solicited staff feedback on copier and scanning service needs in advance of lease renewal

2022 Year End Statistics

2022 reflected the continued recovery from pandemic related restrictions. Circulation and attendance all increased, reflecting the return to regular operations and increased demands for in person programming, activities, and spaces.

Circulation increased by 10%, to 126,376. Express materials were one of the biggest areas of growth, reflecting the focus on pre-ordering numerous copies of popular titles. Digital content use grew slightly. Children's circulation will continue to grow as more books are added – about \$60,000 of the flood replacement fund has been spent so far.

Almost 1,000 new cards were issued, and 300 cardholders created new accounts for digital services.

The number of programs offered increased by 68%, to 1,213, with 28,869 visitors, a 56% increase. The door count for 2022 was 175,293, a 14% increase.

Computer usage declined, though use of laptops increased. Wifi sessions also increased in 2022, up to 8,300 from 5,172.

Reflecting the spending from the children's room flood fund, the number of children's material added increased by 280%. 4,419 items were added, including 1,648 non-fiction titles. 8,842 items were added in total to the collection in 2022.

Rye Free Reading Room Statistical Summary
Lending Services

	Oct 21	Nov 21	Dec 21	Oct 22	Nov 22	Dec 22	Q4 2021	Q4 2022	Q4 change	YE 2021	YTD 2022	YTD change
Circulation to Patrons												
RFRR - Total	7838	8391	8691	10055	10393	9496	24,920	29,944	20%	115,195	126,376	10%
<i>Adult - All Categories</i>	5541	5708	6268	6552	6372	6618	17,517	19,542	12%	75,328	82,730	10%
Fiction	1810	1807	1941	2238	1962	2071	5,558	6,271	13%	24,526	27,027	10%
Non-Fiction	734	736	653	827	851	812	2,123	2,490	17%	9,344	10,786	15%
Express (Book + AV)	98	84	75	164	169	173	257	506	97%	828	1,220	47%
E-Media	2708	2362	2758	2701	2640	2740	7,828	8,081	3%	31,911	34,452	8%
Movie		542	628	454	591	665	1,170	1,710	46%	6,060	7,013	16%
Music	106	90	111	72	48	49	307	169	-45%	1,436	880	-39%
Other	85	87	102	96	111	108	274	315	15%	1,223	1,352	11%
<i>Children's - All Categories</i>	2297	2683	2423	3503	4021	2878	7,403	10,402	41%	39,867	43,646	9%
Fiction	1806	2068	1949	2883	3075	2217	5,823	8,175	40%	31,878	34,731	9%
Non-Fiction	387	509	338	450	633	426	1,234	1,509	22%	6,004	6,843	14%
Movie	26	49	61	36	95	58	136	189	39%	1,035	599	-42%
Music	2	1	0	1	0	0	3	1	-67%	3	13	333%
Other	76	56	75	133	218	177	207	528	155%	947	1,460	54%
ROS	291	266	283	178	178	215	840	571	-32%	2,879	2,644	-8%
ILL to Other WLS Libraries:												
RFRR	775	712	830	991	758	842	2,317	2,591	12%	11,513	11,090	-4%
ROS	18	16	19	25	20	10	53	55	4%	115	336	192%
New Patron Registration												
RFRR	47	34	32	91	51	43	113	185	64%	763	971	27%
<i>Adult</i>	33	22	23	60	37	30	78	127	63%	514	632	23%
<i>Teen</i>	0	1	2	7	3	3	3	13	333%	27	78	189%
<i>Children</i>	14	11	7	24	11	10	32	45	41%	222	261	18%
<i>Digital</i>	23	22	19	37	23	29	64	89	39%	275	323	17%
ROS	2	4	2	0	4	7	8	11	38%	44	41	-7%
Reference Services												
Questions Answered												
RFRR	2205	2350	2918	3135	2738	3333	7,473	9,206	23%	37,768	40,807	8%
<i>Adult</i>	1552	1463	1577	2209	2133	2618	4,592	6,960	52%	24,733	28,367	15%
<i>Children</i>	653	887	1341	926	605	715	2,881	2,246	-22%	13,035	12,440	-5%
ROS	74	83	77	54	54	90	234	198	-15%	590	979	66%
Programs & Events (RFRR Only)												
Programs & Program Attendance												
<i>Programs</i>	81	90	56	107	119	103	227	329	45%	722	1,213	68%
Adult	25	30	20	32	26	28	75	86	15%	189	386	104%
Teen	19	34	15	23	31	23	68	77	13%	183	298	63%
Children	37	26	21	52	62	52	84	166	98%	350	529	51%
<i>Attendance</i>	2557	1685	1219	2556	2569	2448	5,461	7,573	39%	18,472	28,869	56%
Adult Programs	283	299	211	424	306	294	793	1,024	29%	2,432	4,135	70%
Teen Programs	172	332	171	273	206	189	675	668	-1%	1,635	3,368	106%
Children's Programs	2102	1054	837	1859	2057	1965	3,993	5,881	47%	14,405	21,366	48%
Library Visits (Doorcount; RFRR Only)												
Doorcount												
RFRR	18354	16975	14363	15548	11939	14271	49,692	41,758	-16%	154,207	175,293	14%
Electronic Services (RFRR Only)												
Computer Sessions												
Use of Public PCs	353	328	316	311	292	282	997	885	-11%	4,162	3,716	-11%
<i>Adult PCs</i>	332	309	285	297	250	229	926	776	-16%	3,961	3,348	-15%
<i>Laptops</i>	21	19	31	14	42	53	71	109	54%	201	368	83%
Website Use												
Sessions (Visits)	4525	3852	3618	4403	3907	3785	11,995	12,095	1%	61,724	54,144	-12%
Users	2981	2519	2378	3159	2837	2698	7,878	8,694	10%	38,943	37,488	-4%
Pageviews	7467	6290	5921	7568	5921	6019	19,678	19,508	-1%	106,698	89,691	-16%
Wifi Usage												
Sessions	635	634	596	1346	337	482	1,865	2,165	16%	5,172	8,300	60%
Technical Services												
Items Added												
RFRR	421	478	705	736	761	726	1,604	2,223	39%	4,368	8,842	102%
<i>Adult</i>	383	378	413	462	391	367	1,174	1,220	4%	3,204	4,423	38%
Fiction	152	174	183	225	192	125	509	542	6%	1,774	2,489	40%
Non-Fiction	15	15	19	23	20	44	49	87	78%	178	345	94%
eBooks	189	170	192	136	131	131	551	398	-28%	885	1,000	13%
Express (Book + AV)	13	2	6	47	27	33	21	107	410%	104	216	108%
Movie	14	15	10	29	19	25	39	73	87%	155	245	58%
Music	0	2	0	0	0	0	2	0	-100%	85	2	-98%
Other	0	0	3	2	2	9	3	13	333%	23	126	448%
<i>Children's</i>	38	100	292	274	370	359	430	1,003	133%	1,164	4,419	280%
Fiction	37	98	278	136	213	205	413	554	34%	937	2,673	185%
Non-Fiction	1	2	14	61	140	151	17	352	1971%	181	1,648	810%
Movie	0	0	0	0	0	2	0	2	#DIV/0!	5	3	-40%
Music	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0%
Other	0	0	0	77	17	1	0	95	#DIV/0!	41	95	132%
ROS	28	10	33	6	35	22	71	63	-11%	181	252	39%

Adult Services

PROGRAMMING AND DISPLAYS:

- RFRR Bi-Monthly Off The Shelf Book Picks, NYT Notable Books of 2022, “Start Your Year Off Green” - Check out our Propagation Station & Houseplant Books
- Book Groups
 - After Work Book Club, Cooking The Books (gaining in popularity!), Current Events Book Club, Thursday Afternoon Book Club, Friday Morning Virtual Book Club
 - New Outside Clubs - Rye Recreation Seniors, Little Garden Club, Read With Pride
 - Outside Clubs - Rye YMCA Booked at the Y, Coveleigh, Crossroads, Woman’s Club
- Programs
 - Behind The Curtain (hybrid), AIA : The Origin of Anti-Semitism: Ancient Egypt, Assyria, and Persia (in-person), Cook it Together: Cozy Comfort Food (virtual)
 - Upcoming: Read in Rye : Joseph Polisi - “Beacon to the World: A History of Lincoln Center”, Thursday 1/26 @ 7 PM

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

- We provided some book club guidance to the Rye Recreation Seniors coordinator to aid in the start of their new book club.

MATERIALS

- We purchased 6 regular print (some are express) and 2 large print copies of “Spare” by Prince Harry. It’s very popular! Patrons are happy with the increase in express copies of popular books, especially as some have over 800 holds (Lessons in Chemistry)!

Teen Services

PROGRAMMING AND DISPLAYS:

- What Would Wednesday Read Book Display
- Voluntween Club, Snowflake Wall Hanging, In-Person Mock ACT Exam, Activist Academy Teen Citizenship 101, Teen Advisory Board, Your Voice Heard: LGBTQ+ Podcasting and Radio, Teen Cooking: Hot Cocoa Comparison, Why Course Selection is Important to the College Application Process, Teen Take and Make: Lotus Lanterns

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

- Partnered with Heard in Rye - Born to Be Wild: Why Teens Take Risks, and How We Can Help Keep Them Safe
 - Dr. Jess Shatkin, MD, MPH, author of “Born to Be Wild: Why Teens Take Risks, and How We Can Help Keep Them Safe.” Dr. Shatkin is one of the country's foremost voices in child and adolescent mental health. His talk will explain adolescent brain development and provide solid takeaways on how to best communicate with our own kids.

MATERIALS:

- Adding new board games to the collection for 2023

Children's Services

PROGRAMMING AND DISPLAYS

- STEM Sparks Boxes on Saturdays have been drawing visitors every single week. The boxes are filled with fun STEM activities for preschoolers and change monthly. Last week we had 10 kids and their grownups come in to play with the boxes!
- All of our programs the week of Christmas break were well attended. Our Noon Years Eve party had over 50 children and their 50+ grownups in attendance. The kids were able to make crafts, have snacks, and a dance party before our countdown to noon. It was nice to have the meeting room filled again.
- Our Mock Newbery Book Club will have it's final meeting at the end of the month. We are having a pizza party to celebrate the winner of our Mock election (Swim Team) and the winner of the actual Newbery, to be announced.

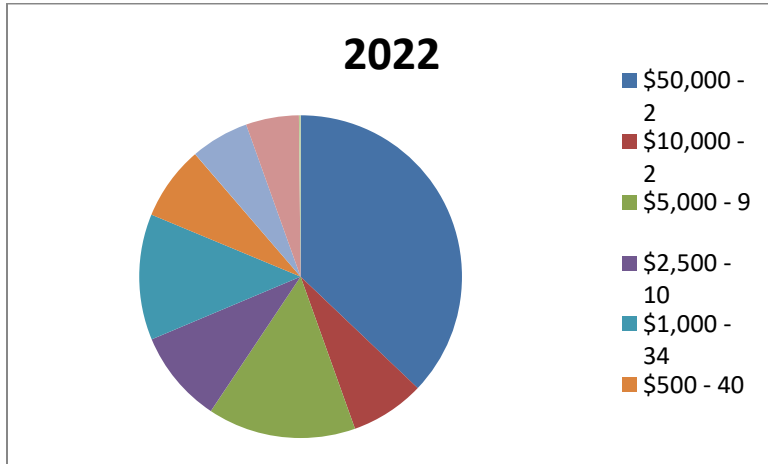
COMMUNITY OUTREACH (Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships):

- We continue to collaborate to order books for the Milton School book club and for any other unit projects they need.

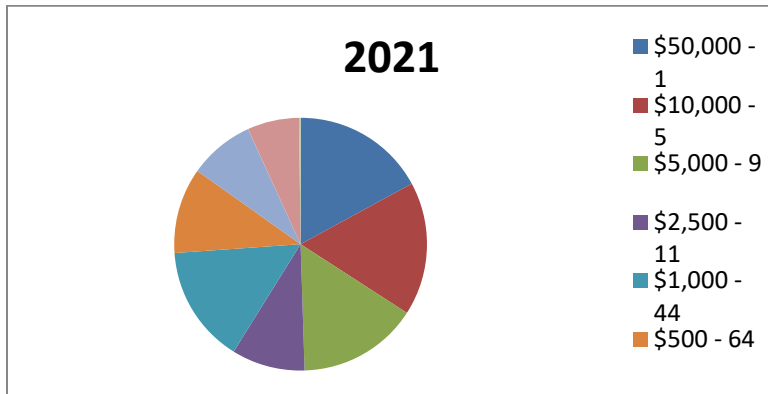
MATERIALS:

- We are planning to order additional Wonderbooks due too their popularity. Kits, Playways, and Playaway views may be removed from the collection to increase the space available for Wonderbooks.

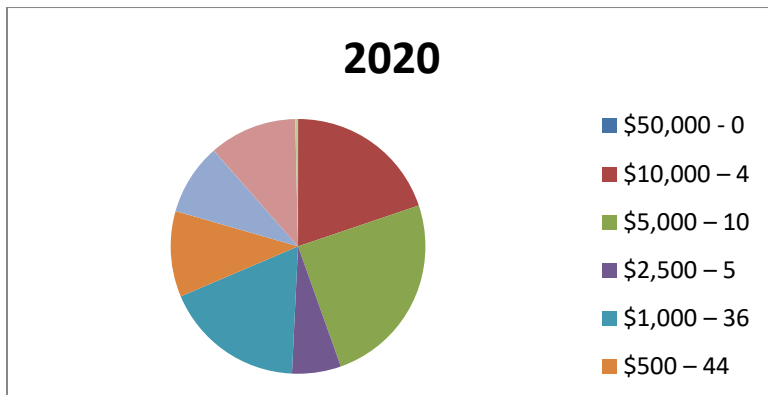
Annual Campaign Comparison



Total: \$344,440 from 391 donors



Total: \$341,104 from 545 donors



Total: \$271,950 from 536 donors

**Rye Free Reading Room
Annual Campaign
December 2022 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2020</i>	<i>2021</i>	<i>2022</i>
Donations received & deposited in	JAN	59,213	29,771	85,387
	FEB	16,352	9,764	5,531
	MAR	2,134	4,471	5,764
	APR	600	7,031	3,659
	MAY	492	3,077	5,989
	JUN	371	3,820	4,953
	JUL	4,267	2,850	811
	AUG	6,183	1,940	203
	SEP	4,017	37,884	16,977
	OCT	36,564	50,299	81,183
	NOV	64,037	88,772	67,548
	DEC	77,720	101,425	66,435
	Total	271,950	341,104	344,440

<i>Donations to Previous or Subsequent Annual Campaigns</i>			
Donations to <i>prior</i> Annual Campaigns	56,154	24,193	85,287
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	56,154	24,193	85,287

December Financials

In Income

- The Annual Campaign exceeded the campaign goal, at \$344,000 against a goal of \$240,000.

In expenses:

- Material spending was slightly behind budget – that is due to delays in the fulfillment process.
- In Library Operations, the monthly maintenance fees charged for our printer service were increased over budget, and the credit card processing fees have also increased.
- Utility costs were higher than budget for the end of the year.
- Personnel costs were below budget - we needed fewer part time hours for fill in, medical insurance was not as high as budgeted, and the retirement payment was also below budget.
- Payroll services were higher than expected, but that was partly due to the Employee Retention Service charge from Paychex. We are expecting those funds to come in in the first part of 2023.
- Worker's comp insurance is ahead of budget, due to underpayment during 2021.

Action : The Board accept the December 2022 Financial Statements

Capital Projects Transfer

In 2009, The Board of Trustees established the Capital Projects fund and the procedure by which funds are added. From the Financial Procedure Manual:

The Treasurer, upon majority approval by the Board of Trustees, shall request that all or a portion of surpluses realized in the Library's general operating accounts be transferred to the Capital Projects Fund; and shall cite the **Resolution Designating Funds for Capital Projects**, October 15, 2009; the Business Manager shall arrange for a transfer of monies from the Operating Fund to the Capital Projects Fund, with an entry in the General Ledger citing the request and resolution

The Capital Projects transfer was paused in 2021 due to the pandemic. In 2022, the Board transferred funds to collection replacement, based on the generous response to the flood appeal.

Action : The Board designate the amount, if any, of surpluses realized in the Library's general operating accounts to transfer to the Capital Projects fund.

Rye Free Reading Room
Income and Expense Report
For 12 Months Ending December 31, 2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
Income				
City of Rye	\$ -	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000
Annual Campaign	\$ 66,435	\$ 344,440	\$ 240,000	\$ 240,000
Miscellaneous Income	\$ 976	\$ 220,033	\$ 30,000	\$ 30,000
Osborn Branch Library	\$ 7,174	\$ 49,273	\$ 55,546	\$ 55,546
Auxiliary Board Transfer	\$ -	\$ -	\$ 62,500	\$ 62,500
Endowment Transfer	\$ 101,617	\$ 101,617	\$ 105,000	\$ 105,000
	<u>\$ 176,203</u>	<u>\$ 2,050,363</u>	<u>\$ 1,828,046</u>	<u>\$ 1,828,046</u>
Expense				
Library Materials				
Books	\$ 6,114	\$ 67,170	\$ 78,885	\$ 78,885
Audio Visual	\$ 1,010	\$ 12,329	\$ 25,900	\$ 25,900
Periodicals	\$ 220	\$ 11,954	\$ 12,900	\$ 12,900
Programs	\$ 339	\$ 12,715	\$ 7,500	\$ 7,500
Ebooks/ Binding	\$ 11,232	\$ 49,622	\$ 36,000	\$ 36,000
	<u>\$ 18,915</u>	<u>\$ 153,790</u>	<u>\$ 161,185</u>	<u>\$ 161,185</u>
Library Operations				
Supplies	\$ 929	\$ 15,926	\$ 13,000	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 4,500	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 5,000	\$ 5,000
Automated Systems	\$ 135	\$ 76,490	\$ 65,857	\$ 65,857
Telephone	\$ 189	\$ 3,641	\$ 6,000	\$ 6,000
Postage	\$ 1,445	\$ 7,154	\$ 10,000	\$ 10,000
Printing & Publicity	\$ 1,132	\$ 26,310	\$ 40,000	\$ 40,000
Auditing	\$ -	\$ 19,523	\$ 18,000	\$ 18,000
Legal Services	\$ -	\$ (535)	\$ 2,000	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ 100,000	\$ -	\$ -
Miscellaneous	\$ 1,497	\$ 14,756	\$ 7,800	\$ 7,800
	<u>\$ 5,327</u>	<u>\$ 263,265</u>	<u>\$ 172,157</u>	<u>\$ 172,157</u>
Building Operations				
Heat	\$ 1,481	\$ 16,169	\$ 10,000	\$ 10,000
Light & Power	\$ 2,266	\$ 33,319	\$ 31,500	\$ 31,500
Water & Sewer	\$ 264	\$ 3,371	\$ 7,500	\$ 7,500
Fixtures, Furnishings & Equipment	\$ 1,496	\$ 22,834	\$ 5,000	\$ 5,000
Building Supplies	\$ 1,927	\$ 22,561	\$ 12,000	\$ 12,000
Contracted Services	\$ 48,964	\$ 257,052	\$ 67,200	\$ 67,200
Repairs & Maintenance	\$ -	\$ 18,894	\$ 18,000	\$ 18,000
Insurance	\$ -	\$ 31,382	\$ 31,775	\$ 31,775
Miscellaneous	\$ -	\$ 3,825	\$ -	\$ -
	<u>\$ 56,398</u>	<u>\$ 409,406</u>	<u>\$ 182,975</u>	<u>\$ 182,975</u>
Personnel				
Salaries	\$ 78,447	\$ 970,716	\$ 997,791	\$ 997,791
Social Security	\$ 6,158	\$ 73,067	\$ 76,331	\$ 76,331
Retirement	\$ 72,330	\$ 72,330	\$ 93,685	\$ 93,685
Medical Insurance	\$ 1,742	\$ 72,235	\$ 85,657	\$ 85,657
Other Insurance	\$ 3,526	\$ 23,513	\$ 13,000	\$ 13,000
Payroll Services	\$ 571	\$ 14,403	\$ 5,700	\$ 5,700
Staff Development	\$ 2,204	\$ 6,446	\$ 3,000	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 164,978</u>	<u>\$ 1,232,710</u>	<u>\$ 1,275,164</u>	<u>\$ 1,275,164</u>
Total Income	<u>\$ 176,203</u>	<u>\$ 2,050,363</u>	<u>\$ 1,828,046</u>	<u>\$ 1,828,046</u>
Total Expense	<u>\$ 245,618</u>	<u>\$ 2,059,170</u>	<u>\$ 1,791,481</u>	<u>\$ 1,791,481</u>
Net Receipts (Expense)	<u>\$ (69,415)</u>	<u>\$ (8,807)</u>	<u>\$ 36,565</u>	<u>\$ 36,565</u>

**Rye Free Reading Room
Annual Campaign
December 2022 YTD**

<i>Donations to the Current Annual Campaign</i>		2020	2021	2022
Donations received & deposited in	JAN	59,213	29,771	85,387
	FEB	16,352	9,764	5,531
	MAR	2,134	4,471	5,764
	APR	600	7,031	3,659
	MAY	492	3,077	5,989
	JUN	371	3,820	4,953
	JUL	4,267	2,850	811
	AUG	6,183	1,940	203
	SEP	4,017	37,884	16,977
	OCT	36,564	50,299	81,183
	NOV	64,037	88,772	67,548
	DEC	77,720	101,425	66,435
	Total	271,950	341,104	344,440

Donations to <i>Previous or Subsequent</i> Annual Campaigns			
Donations to <i>prior</i> Annual Campaigns	56,154	24,193	85,287
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	56,154	24,193	85,287

Rye Free Reading Room
Endowment Report
December 2022

Endowment Inflows/Outflows:	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	57,746	63,379	59,271
Appreciation	(220,654)	247,318	4,789
End of Period Bal (Market Value)	<u>2,109,492</u>	<u>2,388,851</u>	<u>2,188,828</u>
Endowment Performance	-7.44%	13.48%	2.25%
Return of S&P 500	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	1%	29,727	12,815	114,631
Fixed Income	41%	775,964	884,363	647,426
Equities	54%	1,046,548	1,170,444	1,143,143
Gold	1%	16,964	17,096	26,754
Other	3%	46,723	71,182	32,810
Silvercrest Total	100%	<u>1,915,926</u>	<u>2,155,900</u>	<u>1,964,764</u>

Endowment Breakdown at:		YTD 2022	Permanently Restricted & Board Designated	Temp Restricted & Board Designated	Total
	<u>Shea</u>	41,680	41,680	35,484	77,164
	Flores	76,650	76,650	(5,156)	71,494
	Balf	27,390	27,390	17,517	44,907
	Silvercrest	745,086	745,086	1,170,840	1,915,926
		<u>\$</u>	<u>890,806</u>	<u>1,218,686</u>	<u>2,109,492</u>

Rye Free Reading Room Combined Report
For 12 Months Ending December 31, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,335,000	\$ -	\$ -	\$ 1,335,000
Annual Campaign	344,440	0	0	344,440
Contribution	-	325,215	0	325,215
Grants	-	0	0	-
Osborn Branch Library	49,273	0	0	49,273
Income from Invested and Equity	-	0	57,746	57,746
Miscellaneous	220,033	12,467	0	232,500
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,848,746</u>	<u>437,682</u>	<u>57,746</u>	<u>2,344,174</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	101,617	0	0	101,617
Appreciation/Depreciation	-	0	(322,271)	(322,271)
Total Funds	1,950,363	437,682	-264,525	2,123,520
Expense				
Library Materials				
Books	67,170	55,171	0	122,341
Audio Visual	12,329	250	0	12,579
Periodicals	11,954	0	0	11,954
Programs	12,715	135,914	0	148,629
Online Resources	11,232	960	0	12,192
Miscellaneous	38,390	0	0	38,390
	<u>153,790</u>	<u>192,295</u>	<u>0</u>	<u>346,085</u>
Library Operations				
Supplies	15,926	1,622	0	17,548
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	76,490	0	0	76,490
Telephone	3,641	0	0	3,641
Postage	7,154	0	0	7,154
Printing & Publicity	26,310	1,968	0	28,278
Auditing	19,523	0	0	19,523
Interest	0	0	0	-
Legal Services	(535)	0	0	(535)
Miscellaneous	14,756	9,309	0	24,065
	<u>163,265</u>	<u>12,899</u>	<u>0</u>	<u>176,164</u>
Building Operations				
Heat	16,169	0	0	16,169
Light & Power	33,319	0	0	33,319
Water & Sewer	3,371	0	0	3,371
Fixtures, Furnishings & Equipment	22,834	0	0	22,834
Building Supplies	22,561	0	0	22,561
Contracted Services	257,052	1,395	0	258,447
Repairs & Maintenance	18,894	0	0	18,894
Insurance	31,382	0	0	31,382
Miscellaneous	3,825	0	14,834	18,659
	<u>409,406</u>	<u>1,395</u>	<u>14,834</u>	<u>425,635</u>
Personnel				
Salaries	970,716	0	0	970,716
Social Security	73,067	0	0	73,067
Retirement	72,330	0	0	72,330
Medical Insurance	72,235	0	0	72,235
Other Insurance	23,513	0	0	23,513
Payroll Services	14,403	0	0	14,403
Staff Development	6,446	80	0	6,526
Miscellaneous	0	0	0	-
	<u>1,232,710</u>	<u>80</u>	<u>0</u>	<u>1,232,790</u>
Total Expense	1,959,170	206,669	14,834	2,180,673
Net Receipts/Expenses	-8,807	231,013	-279,359	-57,153
Prior Year Funds	387,802	349,675	2,109,492	2,846,969
Balance	378,995	580,688	1,830,133	2,789,816

RFRR GIFT FUND BALANCES

Dec-22

		2021 YEAR END	2022 INC/EXP	2022 BALANCE	
LIBRARY MATERIALS FUNDS	TOTAL	14,669	-	14,669	
CALLAGY FUND (American & English Literature)		1,000	-	1,000	Temp Res
DINEEN CLASSICAL MUSIC FUND (Classical Music)		4,793	-	4,793	Temp Res
KIT BARKER FUND (Gardening & Landscaping)		489	-	489	Temp Res
VNA (Nursing & Allied Health)		2,676	-	2,676	Temp Res
MELBA SILVER FUND (New Books IMO...)		5,711	-	5,711	Temp Res
PROGRAM FUNDS - ONGOING INCOME & EXPENSES	TOTAL	197,047	186,275	383,322	
AUXILIARY BOARD FUND		147,931	153,250	301,181	Board
TEACHER IN THE LIBRARY FUND / Burke		3,232	(3,232)	(0)	Temp Res
TECH ROOM / RAHO SUPPORT FUND		34,950	(960)	33,990	Temp Res
SPELLING BEE		(1,107)	3,587	2,480	Temp Res
CURE		-	-	-	Temp Res
STEAM-METRO		-	38,214	38,214	Temp Res
CONED STEM GRANT		12,042	(4,584)	7,458	Temp Res
CAPITAL REPAIRS/MASTER PLAN PROJECT FUNDS	TOTAL	108,301	-	108,301	
CAPITAL REPAIRS FUND		-	-	-	Board
CAPITAL PROJECTS FUND		108,301	-	108,301	Board
NEXT CHAPTER (5/13)		-	-	-	Temp Res
FUNDS WITHOUT RESTRICTIONS	TOTAL	-	-	-	
BOARD EVENTS		-	-	-	Unrestrict
UNALLOCATED FUND		-	-	-	Unrestrict
OTHER FUNDS	TOTAL	30,565	44,738	75,303	
CHILDREN'S REPLACEMENT FUND		-	44,829	44,829	
Schenker		-	(380)	(380)	
OLD OAKS FUND		4,365	(101)	4,264	
Revolutionary War		-	-	-	
WATERSHED		1,100	-	1,100	
ARTS ALIVE		100	390	490	
FLOOD		25,000	-	25,000	
GIFT FUNDS TOTAL	TOTAL	350,582	231,013	581,595	

Temporary Flooding Solution

Option #1 - Existing layout, temporary barriers

Solutions

- Dam Easy Flood Barriers
- AquaFence
- Fenex Flood Windows

Assumptions

- Minimal investment to preserve funds for larger project
- Work to protect space and collections but highlights larger needs
- Parent assumptions about caregiver activities in library

Benefits

- Low cost solution
- Minimal disruption to library operations and layout
- Most flexible for additional flooding solutions
- Reduce water incursion

Challenges

- Staffing and deployment in an emergency
- Storage of barriers
- Architectural challenges from the frames, types, and varying heights of windows and doors on the lower level have installation challenges.
- Staff AC vent requires significant leaning out the window, may not be secured

Patron Experience

- Unchanged

Costs

- \$21,000 to \$75,000
 - Dam Easy Flood Barriers - \$21,000 - \$899 each, 23 required, inflate in place
 - AquaFence - \$45,000 - 23 required hardware installed, panel slides in place
 - Fenex Flood Windows - quote pending - estimated \$55,000 for 16 windows

Funding Sources

- After 10/1/2023 - NYS Library Construction Aid
 - Capital Projects Fund
-

Option #2 – Major reorganization, temporary barriers

Solutions

- Relocate Children’s Collection to Teen Area and Mezzanine
- Relocate Teen Area to Lower Level
- Play Area remains in the Lower Level
- Deploy laptops for Internet access
- 4 temporary barriers – exterior doors and utility closet

Assumptions

- Important investment in light of any potential project timeline
- Collections can be higher, most teen furniture can be plastic or easily cleaned
- Teens would like having their own entrance, but uncertain over proximity to play area

Benefits

- Reduced book stock on the lower level
- Expanded space for teens, children, and nannies, including strollers
- Better arrangement of flexible space

Challenges

- Significant changes to existing layout
- Construction disruption
- Architect needed to develop plans, confirm building code requirements
- Similar water intrusion following a major storm
- Possible Staffing Cost increases

Patron Experience

- Children’s Services are divided over two levels
- Louder service areas all combined on one level

Costs

- \$100,000+
 - Construction
 - Labor
 - Millwork
 - Furniture
 - Dam Easy Barrier - \$3,600 – 4 barriers, \$899 each

Funding Sources

- Capital Projects Fund
-

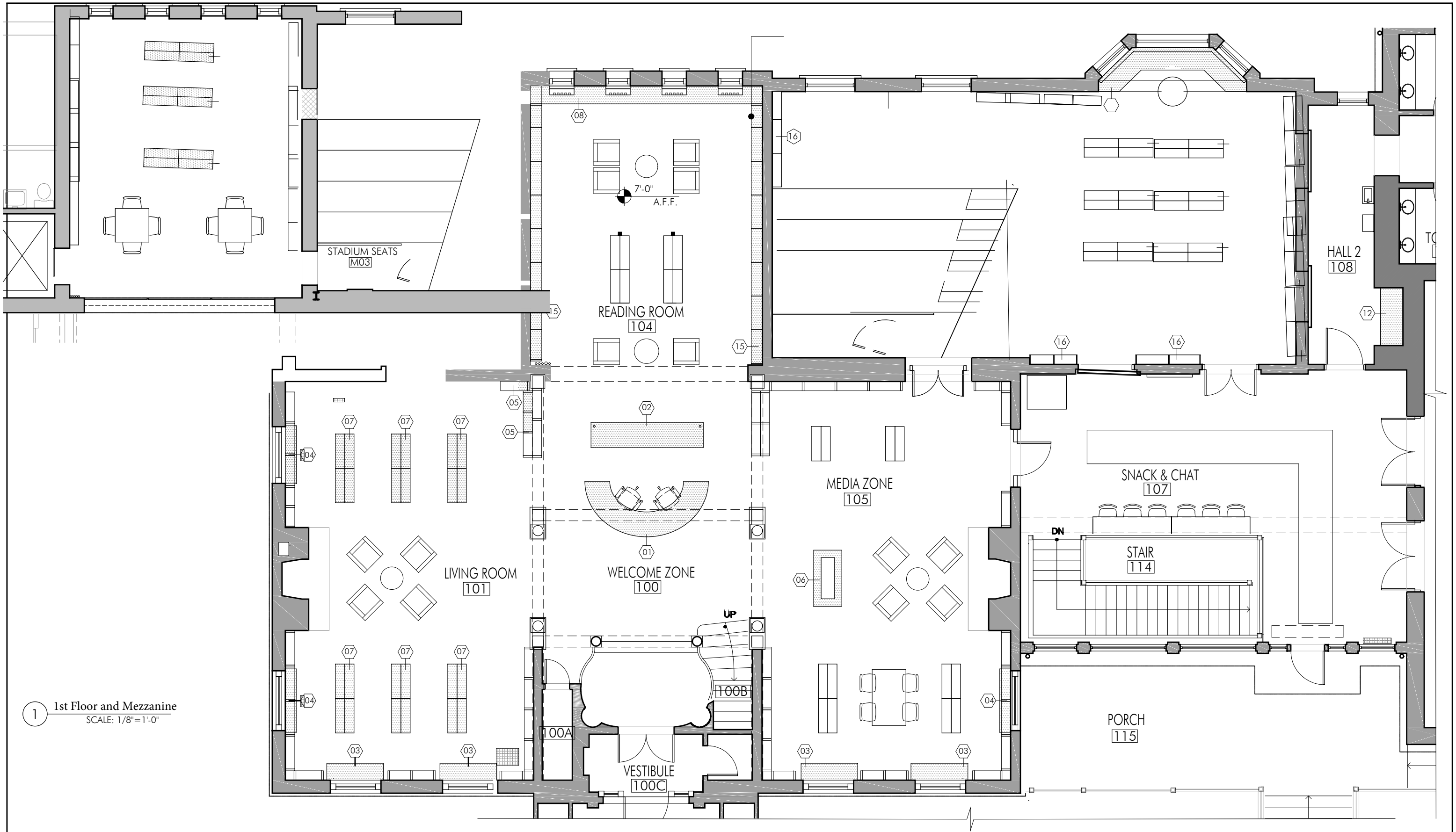
Details

- Stadium Seating Area
 - Install glass doors in the entrance space
 - New service desk – block off one patio door with new desk
 - Add Bin shelving along dark blue wall
 - Add bin shelves along stadium seating
 - Alt – Remove stadium seating, install switchback stairs to allow for picture book shelving

- Patio / Hallway
 - Printer moves to coffee station space

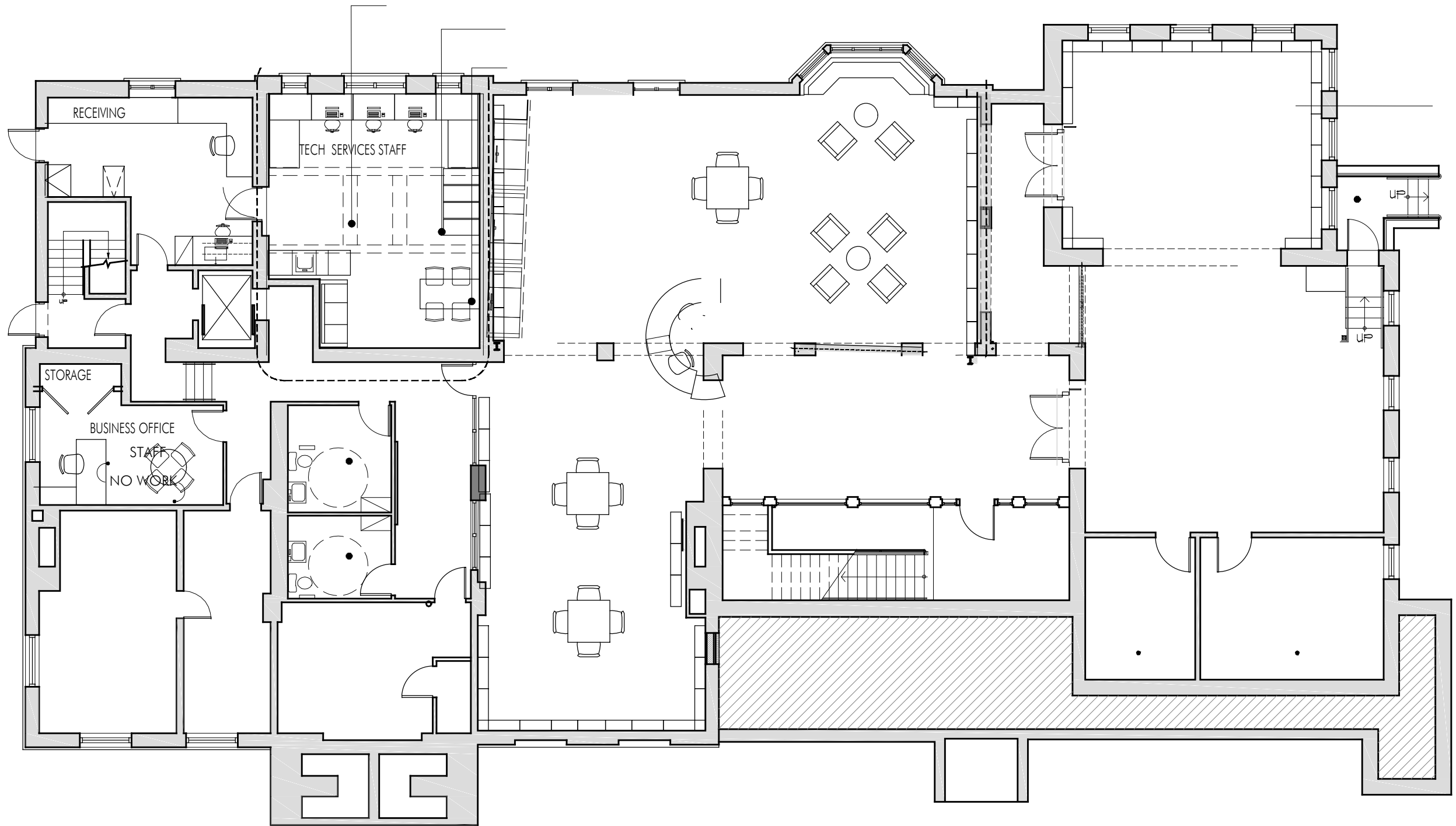
- Mezzanine – Juv Fic / Non Fic
 - Add shelving along the perimeter walls
 - Move 3 Non-fiction bookcases (2 X 149, 1 X 112)
 - Move 2 tables, 3 sofas to that space

- Lower Level
 - Fill in one arch – large one facing bay window
 - Add shelving to south room, starting 48 inches above the floor. Cover windows with bookcases.
 - Move booths down to the lower level
 - Fill in two openings by bay window. Add shelving, starting 48 inches above
 - Add glass doors to two north side rooms – relocate play area
 - Add counter along south wall for lunch, crafts, etc



1 1st Floor and Mezzanine
SCALE: 1/8"=1'-0"

RYE FREE READING ROOM
1061 BOSTON POST RD, RYE, NY 10580



1 BASEMENT LEVEL FLOOR PLAN
SCALE: 3/32"=1'-0"

RYE FREE READING ROOM
1061 BOSTON POST RD, RYE, NY 10580

Mission Moments

Thank you to the amazing library supporters out there! We exceeded our Annual Campaign goal thanks to the generous community support. Help us get a head start on 2023 by making a donation at www.ryelibrary.org/support. See if you are eligible for a corporate match at www.ryelibrary.org/double

Notable Activities

Thursday, January 26 at 7 pm – Read in Rye Joseph Polisi
Longtime Juilliard president and author of “Beacon to the World: A History of Lincoln Center, Polisi explores the interconnections between politicians, financiers, and performing artists at Lincoln Center.

Wednesday, February 1 – 6 pm
Cooking the Books Book Club – Pioneer Woman Super Easy
Select a dish from the cookbook, let the librarian know which recipe you’ll prepare, and bring that dish to share.

Thursday, February 9 – 7:30 pm
Annual Meeting of the Members of the Rye Free Reading Room
Featuring a conversation with Ed Forbes and Ed Wachenheim III about investment strategies in any market. Light refreshments will be served

Friday, February 24 – 4 pm
Winter Wonderland Escape Room for grades K to 5 and their grownups.
Close out Winter Break with this fun and tricky Winter Wonderland Escape Room! Can you figure out the clues and puzzles in time to escape? Registration opens February 1.

Thursday, March 2 – 7 pm
Five Towns : One Book “Hansberry : Civil Rights and Freedom Practicies
Join the conversation with CURE, the Rye Free Reading Room, and the participants of Five Towns : One Book for a discussion with Director John Collins, conceiver/actor Greig Sargeant, and actress April Matthis of “Baldwin and Buckley at Cambridge”, which recently ran at The Public Theater. Register at www.learnwithcure.com/events.

Thursday, March 16 – 7 pm
Teen Job Search Tips, Applications, Resumes & More
A free virtual workshop conducted by a professional Career Coach that will help you land a part-time or summer job.
