

**Tuesday, October 26, 2021**  
**7:30 pm Board of Trustees Monthly Meeting**  
**Community Meeting Room**

**Agenda**

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
  - a. Approve September 2021 meeting minutes (Attachment)
  - b. Accept the September 2021 financial statements (Attachment)
  - c. Approve new members for the Auxiliary Board (Attachment)
4. President's Report
5. Information Items
  - a. Staff Reports (Attachments)
    - i. Director's Report
      1. 3<sup>rd</sup> Quarter Statistics (Attachment)
    - ii. Adult Report
    - iii. Teen Report
    - iv. Children's Report
  - b. Auxiliary Board
6. Board Discussion
  - a. 2021 Committees
    - i. Development Committee
    - ii. Nominating Committee
    - iii. Rye TV (Attachment, VOTE)
  - b. Policy Review
  - c. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates:           Tuesday, November 16 – 7:30 pm  
  Tuesday, December 14 – 7:30 pm

City Budget Hearing:           Monday November 16<sup>th</sup> at :530 pm

**Call in number: 888-617-3400**  
**Passcode: 219111**



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## **Minutes of the September 28, 2021 RFRR Board meeting**

Kathleen Riegelhaupt called the meeting to order at 7:35. No members of the public were in attendance.

### **Consent Agenda**

The consent agenda included the minutes of the July meeting, July/August financials, and approval of a new member of the Auxiliary Board, Diana Giannasca. Francis Jenkins moved to accept the consent agenda. Jackie Cohen seconded. All approved the motion.

### **President's Report**

The policy review will be postponed for a month. There are two policies on this meeting's agenda: NY HERO Act Plan and the Conflict of Interest Policy. All Boards members should sign the Conflict of Interest Policy. As this is the first meeting since the flood, Kathleen wanted to thank Chris, Catherine and their entire team for all their work to continue to provide services for children. Thanks to the Auxiliary Board for running both the book sale and Cliffnotes!, and thanks to all the volunteers who helped with the post-flood clean-up and the book sale.

### **Director's Report**

Chris reported that the Annual Campaign mailing should hit mail boxes by this coming Thursday. The budget process with the City is in the discussion phase. No date has yet been set for the presentation to the City. Chris presented the NY HERO Act plan which is a safety plan to mitigate the effects of an airborne illness crisis when the Governor declares an airborne illness emergency. This plan covers association libraries like RFRR. Public libraries fall under another plan. The plan outlines various cleaning and masking policies which are basically the same as the ones we have been doing. Our union is not concerned about this plan. The Board is required to approve the plan. Matt Anderson moved for the plan's approval and Sarah Wise seconded. All approved.

The library has opened its first art show since the pandemic and others are planned. After delays Baker & Taylor have finally started delivering many new books. Sara, the teen librarian, is the chair of the Battle of the Books which took place this summer. She will be going to the high school and the middle school to assist the school librarians. Children's librarian Michelle is offering a Hispanic Heritage story hour. All the surviving books from the Children's Room are upstairs and programs are being held in the meeting room.

### **Auxiliary Board**

Lina Eroh reported that the book sale was very successful. It raised over \$7,000. She felt that running the sale for two days definitely helped. There were lots of volunteers, particularly high school students. Cliffnotes! sold 425 tickets raising close to \$80,000. There were 11 parties.

Next year Novel Night will be on October 22 and Shenorock has already been booked. There was a lot of positive feedback about the Cliffnotes! format. Many enjoyed staying in one place longer. Lina felt that we ought to consider doing Cliffnotes! again in the off years since it raised a good amount of money and didn't cost much. It did require a lot of manpower this year because of the private parties. Of the tickets sold 130 were sold to new donors. People are excited to host next year.

#### Nominating Committee

Emilie reported that they have 3 strong candidates. They are still looking for additional names. The slate will be voted on in November.

#### Development Committee

Kathleen reported that the mailer was ready to go out.

#### Building & Grounds Committee

Chris provided an update on the short term remediation. All drywall and wood has been removed from the Children's Room and the workroom. Carpeting has also been removed. A one day closure will be necessary to make electrical repairs to the elevator which necessitates shutting down the main electricity to the building. Ductwork repairs have begun and the sewage ejection pumps are being worked on. Insurance covers HVAC, elevator, sewage etc. Chris is awaiting quotes on drywall repair and tile work.

Kathleen reported that a committee has been formed to review possible options for the children's room. We had planned on doing a renovation there next year. The committee favored retaining a space planner to look at all spaces with an eye to possibly moving the children's room. Francis commented that we had recently completed a capital campaign. The children's room was the final piece since it had last been renovated in 2001. There is currently a great deal of good will in the community to support the library even though other community organizations such as the Y will also be seeking funds. We must get the children's room back up and running as soon as possible even as we seek other options. Chris said that the insurance would cover making the children's room functional again. Francis asked if we had the funds for repairs and for a space planner. Ted said the space planner could be paid from cash on hand.

Kathleen called for a motion that the Board authorize the Executive Committee to hire a space planner for an amount not to exceed \$75,000 to study the possible options for the children's room in the existing space or somewhere else. Sara so moved and Matt seconded. All approved.

#### Mission Moments

Chris provided some language for declining the gift of books to the library. Most are not usable for the library and it is expensive to dispose of them. Francis asked if we couldn't just take them

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for the goodwill value. Jackie commented that people might be annoyed if it looked like we were throwing away their donations. Best not to accept them in the first place.

Chris pointed out some notable upcoming events including Ellen Liman's art show and the Children's Book Fair.

There being no further business, Kathleen asked for a motion to adjourn the meeting. Daire so moved and Sara seconded. All approved. The meeting was adjourned at 8:36 PM.

**Action: The Board Approve the September 2021 meeting minutes**

## September Financials

For September

- Sept Annual Campaign donations were primarily in response to the CR Flood. The mailing hit inboxes at the end of Sept.
- Misc Income includes \$4,041 from NYS Aid
- Contracted Services expense includes \$4,700 to W&M Fire Protection for system inspection.
- Repairs & Maintenance expense includes \$5,700 to PolyTemp - Part of that is for the duct work repairs due to IDA flooding, and part are from past repairs.
- On the Combined Report tab, Misc Income for the Designated Account includes \$1,132 from Book Sale that was collected via venmo. The cash deposit from the event was made in October. The Combined report also shows Cliffnotes income, and funds for the Watershed Festival.

**Action : The Board Accept the September 2021 Financial Statement**

Rye Free Reading Room  
Income and Expense Report  
For Nine Months Ending September 30, 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
Annual Campaign	\$ 37,884	\$ 100,608	\$ 60,000	\$ 225,000
Miscellaneous Income	\$ 4,649	\$ 14,141	\$ 16,741	\$ 22,000
Osborn Branch Library	\$ -	\$ 25,137	\$ 38,272	\$ 51,029
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 95,000
	<u>\$ 42,533</u>	<u>\$ 1,454,886</u>	<u>\$ 1,430,013</u>	<u>\$ 1,770,529</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 4,818	\$ 34,221	\$ 53,100	\$ 72,200
Audio Visual	\$ 158	\$ 12,383	\$ 27,364	\$ 36,485
Periodicals	\$ 182	\$ 11,738	\$ 9,675	\$ 12,900
Programs	\$ 829	\$ 5,299	\$ 5,625	\$ 7,500
Ebooks/ Binding	\$ -	\$ 12,448	\$ 15,100	\$ 20,100
	<u>\$ 5,987</u>	<u>\$ 76,089</u>	<u>\$ 110,864</u>	<u>\$ 149,185</u>
<b>Library Operations</b>				
Supplies	\$ 882	\$ 10,460	\$ 9,750	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 3,375	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 3,750	\$ 5,000
Automated Systems	\$ -	\$ 73,456	\$ 67,000	\$ 67,000
Telephone	\$ 185	\$ 1,780	\$ 4,500	\$ 6,000
Postage	\$ 114	\$ 3,425	\$ 5,800	\$ 10,000
Printing & Publicity	\$ 397	\$ 19,854	\$ 26,000	\$ 40,000
Auditing	\$ 2,556	\$ 17,894	\$ 17,500	\$ 17,500
Legal Services	\$ -	\$ 6,422	\$ 1,500	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,714	\$ 12,395	\$ 5,850	\$ 7,800
	<u>\$ 5,848</u>	<u>\$ 145,686</u>	<u>\$ 145,025</u>	<u>\$ 172,800</u>
<b>Building Operations</b>				
Heat	\$ -	\$ 8,492	\$ 8,000	\$ 10,000
Light & Power	\$ 2,981	\$ 19,221	\$ 24,500	\$ 31,500
Water & Sewer	\$ 163	\$ 5,081	\$ 5,250	\$ 7,000
Fixtures, Furnishings & Equipment	\$ -	\$ 2,750	\$ 3,750	\$ 5,000
Building Supplies	\$ 1,046	\$ 8,354	\$ 9,000	\$ 12,000
Contracted Services	\$ 9,573	\$ 53,673	\$ 48,000	\$ 64,000
Repairs & Maintenance	\$ 6,388	\$ 20,360	\$ 13,500	\$ 18,000
Insurance	\$ -	\$ 23,785	\$ 23,250	\$ 31,000
Miscellaneous	\$ -	\$ 100	\$ -	\$ -
	<u>\$ 20,151</u>	<u>\$ 141,816</u>	<u>\$ 135,250</u>	<u>\$ 178,500</u>
<b>Personnel</b>				
Salaries	\$ 73,606	\$ 667,333	\$ 743,250	\$ 991,000
Social Security	\$ 5,442	\$ 50,240	\$ 56,904	\$ 75,872
Retirement	\$ -	\$ -	\$ -	\$ 81,515
Medical Insurance	\$ 8,556	\$ 67,814	\$ 70,303	\$ 93,737
Other Insurance	\$ -	\$ 5,149	\$ 10,350	\$ 13,800
Payroll Services	\$ 542	\$ 5,146	\$ 3,825	\$ 5,100
Staff Development	\$ 387	\$ 3,229	\$ 1,875	\$ 2,500
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 88,533</u>	<u>\$ 798,911</u>	<u>\$ 886,507</u>	<u>\$ 1,263,524</u>
<b>Total Income</b>	<u>\$ 42,533</u>	<u>\$ 1,454,886</u>	<u>\$ 1,430,013</u>	<u>\$ 1,770,529</u>
<b>Total Expense</b>	<u>\$ 120,519</u>	<u>\$ 1,162,502</u>	<u>\$ 1,277,646</u>	<u>\$ 1,764,009</u>
<b>Net Receipts (Expense)</b>	<u>\$ (77,986)</u>	<u>\$ 292,384</u>	<u>\$ 152,367</u>	<u>\$ 6,520</u>

**Rye Free Reading Room  
Annual Campaign  
September 2021 YTD**

<u>Donations to the Current Annual Campaign</u>		<u>2019</u>	<u>2020</u>	<u>2021</u>
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	0
	NOV	17,269	64,037	0
	DEC	126,454	77,720	0
	Total	209,119	271,950	100,608
Donations to <i>Previous or Subsequent</i> Annual Campaigns				
	Donations to <i>prior</i> Annual Campaigns	10,981	56,154	24,193
	Donations to the <i>subsequent</i> Annual Campaign	0	0	0
	<i>Sub-total</i>	<u>10,981</u>	<u>56,154</u>	<u>24,193</u>

Rye Free Reading Room  
Endowment Report  
September 2021

<b>Endowment Inflows/Outflows:</b>	YTD 2021	YTD 2020	YE 2019
Beg of Period (Market Value)	2,188,828	2,233,617	2,011,113
Expenses	(11,785)	(13,845)	(14,745)
Transfer to/from Other Funds	-	(95,004)	(85,000)
Interest & Dividend Income	39,223	59,271	68,274
Appreciation	154,009	4,789	253,975
End of Period Bal (Market Value)	<u>2,370,275</u>	<u>2,188,828</u>	<u>2,233,617</u>
Endowment Performance	8.29%	2.25%	15.29%
Return of S&P 500	15.92%	18.40%	31.49%
Return of Barclays Bloomberg Aggregate Bond Index	-1.55%	7.51%	8.72%

<b>Silvercrest:</b>		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	63,449	114,631	18,679
Fixed Income	33%	889,966	647,426	756,257
Equities	58%	1,109,776	1,143,143	1,154,630
Gold	1%	16,422	26,754	21,435
Other	2%	55,880	32,810	77,671
<b>Silvercrest Total</b>	<b>100%</b>	<u>2,135,492</u>	<u>1,964,764</u>	<u>2,028,672</u>

Endowment Breakdown at:		YTD 2021	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea		41,680	41,680	53,734	95,414
Flores		76,650	76,650	7,333	83,983
Balf		27,390	27,390	27,995	55,385
Silvercrest		745,086	745,086	1,390,406	2,135,492
		<u>\$ 890,806</u>	<u>\$ 890,806</u>	<u>1,479,468</u>	<u>2,370,274</u>



**Rye Free Reading Room Combined Report**

**Income and Expense Report**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,315,000	\$ -	\$ -	\$ 1,315,000
Annual Campaign	100,608	0	0	100,608
Contribution	-	91,862	0	91,862
Grants	-	5,000	0	5,000
Osborn Branch Library	25,137	0	0	25,137
Income from Invested and Equity	-	0	39,223	39,223
Miscellaneous	14,141	1,132	0	15,273
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,454,886</u>	<u>97,994</u>	<u>39,223</u>	<u>1,592,103</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	154,009	154,009
<b>Total Funds</b>	<b>1,454,886</b>	<b>97,994</b>	<b>193,232</b>	<b>1,746,112</b>
<b>Expense</b>				
<b>Library Materials</b>				
Books	34,221	0	0	34,221
Audio Visual	12,383	0	0	12,383
Periodicals	11,738	0	0	11,738
Programs	5,299	51,314	0	56,613
Online Resources	3,044	0	0	3,044
Miscellaneous	9,404	0	0	9,404
	<u>76,089</u>	<u>51,314</u>	<u>0</u>	<u>127,403</u>
<b>Library Operations</b>				
Supplies	10,460	221	0	10,681
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	73,456	0	0	73,456
Telephone	1,780	0	0	1,780
Postage	3,425	0	0	3,425
Printing & Publicity	19,854	760	0	20,614
Auditing	17,894	0	0	17,894
Interest	0	0	0	-
Legal Services	6,422	0	0	6,422
Miscellaneous	12,395	0	0	12,395
	<u>145,686</u>	<u>981</u>	<u>0</u>	<u>146,667</u>
<b>Building Operations</b>				
Heat	8,492	0	0	8,492
Light & Power	19,221	0	0	19,221
Water & Sewer	5,081	0	0	5,081
Fixtures, Furnishings & Equipment	2,750	0	0	2,750
Building Supplies	8,354	0	0	8,354
Contracted Services	53,673	0	0	53,673
Repairs & Maintenance	20,360	18,204	0	38,564
Insurance	23,785	0	0	23,785
Miscellaneous	100	0	11,785	11,885
	<u>141,816</u>	<u>18,204</u>	<u>11,785</u>	<u>171,805</u>
<b>Personnel</b>				
Salaries	667,333	0	0	667,333
Social Security	50,240	0	0	50,240
Retirement	0	0	0	-
Medical Insurance	67,814	0	0	67,814
Other Insurance	5,149	0	0	5,149
Payroll Services	5,146	0	0	5,146
Staff Development	3,229	0	0	3,229
Miscellaneous	0	0	0	-
	<u>798,911</u>	<u>0</u>	<u>0</u>	<u>798,911</u>
<b>Total Expense</b>	<b>1,162,502</b>	<b>70,499</b>	<b>11,785</b>	<b>1,244,786</b>
<b>Net Receipts/Expenses</b>	<b>292,384</b>	<b>27,495</b>	<b>181,447</b>	<b>501,326</b>
<b>Prior Year Funds</b>	<b>157,038</b>	<b>274,961</b>	<b>2,370,275</b>	<b>2,802,274</b>
<b>Balance</b>	<b>449,422</b>	<b>302,456</b>	<b>2,551,723</b>	<b>3,303,601</b>

## **Auxiliary Board New Member**

Adrienne Chen – October 2021 to October 2024

Kiren Patel – October 2021 to October 2024

Cristina Wade - October 2021 to October 2024

**Action : The Board approve the new member for the Auxiliary Board**

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Completed 2022 funding request for the City of Rye and prepared budget hearing information
  - Reviewed spending and budget database management with business manager
- Strategic Planning
  - Reviewed 2022 digital services with WLS
  - Researched strategic plans from out of state libraries for emerging trends

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Planned ongoing e-mail outreach for 2021 Annual Campaign
  - Prepared December mailer for past donors who have not yet given
- Community Relations
  - Met with Rye Town Park to discuss future space use
  - Met with Rye Poetry Path planner to discuss web services and poem supplemental data
- Fundraising
  - Secured partial funding from Old Oaks Charity Gold weekend for information literacy series
  - Continued outreach to new Annual Campaign donors and those who increased their gifts
  - Completed Rye Book festival – awaiting sales information for final results

### BUILDING & GROUNDS:

- Completed RFP for Architect / Space Planning. Proposals are due Friday, October 29, 2021
- Coordinated with Bedford Road and Carpet Trends on sheetrock, painting and tile installation. Target re-open date is November 15, 2021

### STAFF & PERSONNEL

- Started recruitment for Technical Assistant position
-

### **3<sup>rd</sup> Quarter Statistics**

While the 3rd Quarter of 2021 shows improvement over 2020, library usage is still behind 2019. A number of factors impacted 2021 activities in July, August, and September, including minor complaints about library mask requirements, the closure of the children's room, and loss of the extra parking in the former Mrs. Green's lot. Digital content was not purchased during that time, which led to a slight decrease in use. Additional training has been provided to ensure purchasing happens more regularly. The door count is being confirmed, as it seems high compared to the other activity indicators in the building. Material additions have also lagged due to processing errors and shipping delays. Adult programming has seen a drop in zoom participation, but program attendees continue to request online options over in person participation. Children's programs continue to be well attended on the Green, but are impacted by poor weather. The current lack of space also impacted back to school programming plans.

Rye Free Reading Room Statistical Summary  
Lending Services

	July '20	Aug '20	Sept '20	July 21	Aug 21	Sept 21	Q3 2020	Q3 2021	Q3 change	YE 2020	YTD 2021	YTD change
<b>Circulation to Patrons</b>												
RFRR - Total	8520	8659	8165	12430	11945	7820	25,344	32,195	27%	100,163	90,275	-10%
<i>Adult - All Categories</i>	6626	6594	5696	7327	7310	5857	18,916	20,494	8%	74,361	57,811	-22%
Fiction	1663	1804	1589	2786	2847	2037	5,056	7,670	52%	17,240	18,968	10%
Non-Fiction	703	594	623	864	792	552	1,920	2,208	15%	7,429	7,221	-3%
Express (Book + AV)	22	59	57	79	75	89	138	243	76%	789	571	-28%
E-Media	3556	3437	2774	2765	2803	2569	9,767	8,137	-17%	39,955	24,083	-40%
Movie	449	500	452	582	595	470	1,401	1,647	18%	6,167	4,890	-21%
Music	104	76	95	130	101	89	275	320	16%	1,408	1,129	-20%
Other	129	124	106	121	97	51	359	269	-25%	1,373	949	-31%
<i>Children's - All Categories</i>	1894	2065	2469	5103	4635	1963	6,428	11,701	82%	25,802	32,464	26%
Fiction	1475	1627	2025	4083	3670	1518	5,127	9,271	81%	19,351	26,055	35%
Non-Fiction	319	293	335	750	691	331	947	1,772	87%	4,056	4,770	18%
Movie	54	91	53	149	170	49	198	368	86%	1,892	899	-52%
Music	0	0	0	0	0	0	0	0	#DIV/0!	10	0	-100%
Other	46	54	56	121	104	65	156	290	86%	493	740	50%
ROS	0	70	107	283	318	243	177	844	377%	1,312	2,039	55%
<b>ILL to Other WLS Libraries</b>												
RFRR	1647	1233	1069	1046	893	788	3,949	2,727	-31%	10,385	9,196	-11%
ROS	0	0	0	21	15	17	0	53	#DIV/0!	64	62	-3%
<b>New Patron Registration</b>												
RFRR	44	42	76	144	82	54	162	280	73%	458	650	42%
<i>Adult</i>	42	39	70	83	49	44	151	176	17%	400	436	9%
<i>Teen</i>	0	0	0	9	4	3	0	16	#DIV/0!	7	24	243%
<i>Children</i>	2	3	6	52	29	7	11	88	700%	51	190	273%
<i>Digital</i>	28	26	31	22	24	19	85	65	-24%	429	211	-51%
ROS	0	2	0	7	5	4	2	16	700%	13	36	177%
<b>Reference Services</b>												
<b>Questions Answered</b>												
RFRR	1652	1511	1700	3883	3904	2320	4,863	10,107	108%	17,143	30,295	77%
<i>Adult</i>	1017	851	1040	2547	2465	1838	2,908	6,850	136%	10,183	20,141	98%
<i>Children</i>	635	660	660	1336	1439	482	1,955	3,257	67%	6,960	10,154	46%
ROS	0	25	40	71	79	83	65	233	258%	386	356	-8%
<b>Programs &amp; Events (RFRR Only)</b>												
<b>Programs &amp; Program Attendance</b>												
<i>Programs</i>	57	38	69	75	37	66	164	178	9%	674	495	-27%
Adult	16	13	19	8	4	23	48	35	-27%	193	114	-41%
Teen	11	3	15	15	11	9	29	35	21%	123	115	-7%
Children	30	22	35	52	22	34	87	108	24%	358	266	-26%
<i>Attendance</i>	480	240	996	2355	1197	1778	1,716	5,330	211%	10,064	13,011	29%
Adult Programs	92	60	97	52	93	184	249	329	32%	1,342	1,639	22%
Teen Programs	81	10	100	91	125	33	191	249	30%	1,008	960	-5%
Children's Programs	307	170	799	2212	979	1561	1,276	4,752	272%	7,714	10,412	35%
<b>Library Visits (Doorcount; RFRR Only)</b>												
<b>Doorcount</b>												
RFRR	450	580	1052	18656	16451	18978	2,082	54,085	2498%	39,404	104,515	165%
<b>Length of Visit</b>												
RFRR	2774	2288	2694	1999	1701	1811	7,756	5,511	-29%	46,206	19,830	-57%
5 - 20 min	1460	1070	1218	793	645	677	3,748	2,115	-44%	23,430	8,380	-64%
20 - 60 min	742	619	849	467	398	488	2,210	1,353	-39%	10,989	4,692	-57%
1 hr - 6 hr	460	521	553	592	524	527	1,534	1,643	7%	9,568	4,985	-48%
6 hr - +	112	78	74	147	134	119	264	400	52%	2,219	1,773	-20%
<b>Electronic Services (RFRR Only)</b>												
<b>Computer Sessions</b>												
Use of Public PCs	26	135	225	375	354	217	386	946	145%	3,221	3,165	-2%
Adult PCs	0	106	209	364	341	204	315	909	189%	2,382	3,035	27%
Laptops	26	29	16	11	13	13	71	37	0	245	130	0%
Children PCs	0	0	0	0	0	0	0	0	#DIV/0!	594	0	-100%
<b>Website Use</b>												
Sessions (Visits)	7333	7088	6483	6117	4993	5349	20,904	16,459	-21%	63,303	49,729	-21%
Users	3919	4,090	4054	3874	3,108	3531	12,063	10,513	-13%	39,736	31,065	-22%
Pageviews	27560	26690	16268	10940	8309	8814	70,518	28,063	-60%	150,029	87,020	-42%
<b>Wifi Usage</b>												
Sessions	263	333	362	444	412	488	958	1,344	40%	6,327	3,307	-48%
<b>Technical Services</b>												
<b>Items Added</b>												
RFRR	534	497	285	191	222	423	1,316	836	-36%	5,147	2,764	-46%
<i>Adult</i>	398	409	178	137	195	266	985	598	-39%	4,172	2,030	-51%
Fiction	174	205	135	100	77	205	514	382	-26%	2,038	1,265	-38%
Non-Fiction	38	23	11	11	15	28	72	54	-25%	217	129	-41%
eBooks	148	150	17	1	0	0	315	1	-100%	1,427	334	-77%
Express (Book + AV)	14	20	8	11	7	23	42	41	-2%	141	83	-41%
Movie	18	10	6	14	0	9	34	23	-32%	152	116	-24%
Music	0	1	0	0	82	0	1	82	8100%	142	83	-42%
Other	6	0	1	0	14	1	7	15	114%	55	20	-64%
<i>Children's</i>	136	88	107	54	27	157	331	238	-28%	975	734	-25%
Fiction	98	51	86	36	26	144	235	206	-12%	671	524	-22%
Non-Fiction	38	25	20	18	1	13	83	32	-61%	270	164	-39%
Movie	0	0	0	0	0	0	0	0	#DIV/0!	10	5	-50%
Music	0	0	0	0	0	0	0	0	0%	0	0	0%
Other	0	12	1	0	0	0	13	0	-100%	38	41	8%
ROS	0	0	0	49	19	20	0	88	#DIV/0!	38	110	189%

Rye Free Reading Room Statistical Summary  
Lending Services

	July '19	Aug '19	Sep '19	July 21	Aug 21	Sept 21	Q3 2019	Q3 2021	Q3 change	YE 2019	YTD 2021	YTD change
<b>Circulation to Patrons</b>												
RFRR - Total	15950	16720	14082	12430	11945	7820	46,752	32,195	-31%	158,145	90,275	-43%
<i>Adult - All Categories</i>	9984	11098	9326	7327	7310	5857	30,408	20,494	-33%	100,735	57,811	-43%
Fiction	3584	3766	2873	2786	2847	2037	10,223	7,670	-25%	33,931	18,968	-44%
Non-Fiction	1428	1448	1178	864	792	552	4,054	2,208	-46%	15,830	7,221	-54%
Express (Book + AV)	225	239	200	79	75	89	664	243	-63%	2,475	571	-77%
E-Media	2783	3408	3084	2765	2803	2569	9,275	8,137	-12%	29,141	24,083	-17%
Movie	1228	1343	1193	582	595	470	3,764	1,647	-56%	15,978	4,890	-69%
Music	269	428	403	130	101	89	1,100	320	-71%	4,400	1,129	-74%
Other	467	466	395	121	97	51	1,328	269	-80%	5,090	949	-81%
<i>Children's - All Categories</i>	5966	5622	4756	5103	4635	1963	16,344	11,701	-28%	57,410	32,464	-43%
Fiction	4214	3927	3222	4083	3670	1518	11,363	9,271	-18%	40,348	26,055	-35%
Non-Fiction	999	762	714	750	691	331	2,475	1,772	-28%	8,994	4,770	-47%
Movie	687	855	769	149	170	49	2,311	368	-84%	7,298	899	-88%
Music	7	14	14	0	0	0	35	0	-100%	76	0	-100%
Other	59	64	37	121	104	65	160	290	81%	694	740	7%
ROS	307	295	384	283	318	243	986	844	-14%	3,410	2,039	-40%
<b>ILL to Other WLS Libraries</b>												
RFRR	1835	1891	1758	1046	893	788	5,484	2,727	-50%	19,443	9,196	-53%
ROS	49	50	59	21	15	17	158	53	-66%	412	62	-85%
<b>New Patron Registration</b>												
RFRR	124	137	84	144	82	54	345	280	-19%	1,013	650	-36%
<i>Adult</i>	60	92	49	83	49	44	201	176	-12%	661	436	-34%
<i>Teen</i>	9	13	10	9	4	3	32	16	-50%	87	24	-72%
<i>Children</i>	55	32	25	52	29	7	112	88	-21%	265	190	-28%
<i>Digital</i>	24	27	26	22	24	19	77	65	-16%	331	211	-36%
ROS	4	2	5	7	5	4	11	16	45%	50	36	-28%
<b>Reference Services</b>												
<b>Questions Answered</b>												
RFRR	3674	3817	3926	3883	3904	2320	11,417	10,107	-11%	34,721	30,295	-13%
<i>Adult</i>	2224	2283	2461	2547	2465	1838	6,968	6,850	-2%	20,847	20,141	-3%
<i>Children</i>	1450	1534	1465	1336	1439	482	4,449	3,257	-27%	13,874	10,154	-27%
ROS	112	106	102	71	79	83	320	233	-27%	1,142	356	-69%
<b>Programs &amp; Events (RFRR Only)</b>												
<b>Programs &amp; Program Attendance</b>												
<i>Programs</i>	108	105	98	75	37	66	311	178	-43%	1,129	495	-56%
Adult	37	34	39	8	4	23	110	35	-68%	371	114	-69%
Teen	15	16	12	15	11	9	43	35	-19%	121	115	-5%
Children	56	55	47	52	22	34	158	108	-32%	637	266	-58%
<i>Attendance</i>	2627	2209	2405	2355	1197	1778	7,241	5,330	-26%	29,950	13,011	-57%
Adult Programs	770	393	581	52	93	184	1,744	329	-81%	6,331	1,639	-74%
Teen Programs	86	131	89	91	125	33	306	249	-19%	1,064	960	-10%
Children's Programs	1771	1685	1735	2212	979	1561	5,191	4,752	-8%	22,555	10,412	-54%
<b>Library Visits (Doorcount; RFRR Only)</b>												
<b>Doorcount</b>												
RFRR	14435	14861	14579	18656	16451	18978	43,875	54,085	23%	166,437	104,515	-37%
<b>Length of Visit</b>												
RFRR	6115	6058	6731	1999	1701	1811	18,904	5,511	-71%	80,793	19,830	-75%
5 - 20 min	2855	2796	3274	793	645	677	8,925	2,115	-76%	39,855	8,380	-79%
20 - 60 min	1418	1448	1669	467	398	488	4,535	1,353	-70%	19,372	4,692	-76%
1 hr - 6 hr	1578	1478	1512	592	524	527	4,568	1,643	-64%	18,894	4,985	-74%
6 hr - +	264	336	276	147	134	119	876	400	-54%	2,672	1,773	-34%
<b>Electronic Services (RFRR Only)</b>												
<b>Computer Sessions</b>												
Use of Public PCs	576	643	685	375	354	217	1,904	946	-50%	8,181	3,165	-61%
Adult PCs	349	441	466	364	341	204	1,256	909	-28%	6,327	3,035	-52%
Laptops	153	71	147	11	13	13	371	37	0	742	130	0%
Children PCs	74	131	72	0	0	0	277	0	-100%	1,112	0	-100%
<b>Website Use</b>												
Sessions (Visits)	4714	4579	4479	6117	4993	5349	13,772	16,459	20%	55,552	49,729	-10%
Users	3118	2,963	3060	3874	3,108	3531	9,141	10,513	15%	38,527	31,065	-19%
Pageviews	7393	6854	6672	10940	8309	8814	20,919	28,063	34%	84,217	87,020	3%
<b>Wifi Usage</b>												
Sessions	1602	1541	1566	444	412	488	4,709	1,344	-71%	17,194	3,307	-81%
<b>Technical Services</b>												
<b>Items Added</b>												
RFRR	520	534	438	191	222	423	1,492	836	-44%	7,511	2,764	-63%
<i>Adult</i>	459	478	358	137	195	266	1,295	598	-54%	6,138	2,030	-67%
Fiction	265	361	231	100	77	205	857	382	-55%	3,315	1,265	-62%
Non-Fiction	54	46	50	11	15	28	150	54	-64%	540	129	-76%
eBooks	63	2	0	1	0	0	65	1	-98%	473	334	-29%
Express (Book + AV)	19	23	22	11	7	23	64	41	-36%	253	83	-67%
Movie	31	35	42	14	0	9	108	23	-79%	440	116	-74%
Music	18	10	13	0	82	0	41	82	100%	424	83	-80%
Other	9	1	0	0	14	1	10	15	50%	693	20	-97%
<i>Children's</i>	61	56	80	54	27	157	197	238	21%	1,373	734	-47%
Fiction	29	46	71	36	26	144	146	206	41%	966	524	-46%
Non-Fiction	14	8	8	18	1	13	30	32	7%	312	164	-47%
Movie	18	2	1	0	0	0	21	0	-100%	151	5	-97%
Music	0	0	0	0	0	0	0	0	0%	13	0	0%
Other	0	0	0	0	0	0	0	0	#DIV/0!	20	41	105%
ROS	19	42	18	49	19	20	79	88	11%	245	110	-55%

## Adult Services

### PROGRAMMING AND DISPLAYS:

- Book displays: Classic Halloween, New Non-Fiction, Best Sellers
- Art show - Ellen Limon
- Book Groups
  - Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Current Events Book Club, Rye Storytellers, YMCA Booked at the Y
- Programs
  - Accountable Aging Preparing for the Elder Years, Accountable Aging Estate Planning, Writes and Bites, Spin a Yarn Knitting Group, YMCA Mahjong/Canasta, Women's Financial Literacy, Pregnancy and Pelvic Health, ESL Conversation class, King Lear with Dr. Schenker, Montaukett Indian Archaeology, Menopause and Pelvic Health, High School Equivalency Information Session

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

- Rye City School District has been using the meeting room for a series of professional development programs for staff.
- The Library is partnering with the Rye Arts Center, Rye Town Park, Edith Read Sanctuary and the Rye Nature Center to create and maintain the Rye Poetry Path. The poetry path is a community initiative that will place 85 poems at three outdoor Rye locations, Rye Town Park, Edith Read and the Rye Nature Center, creating a walking path through nature.
- YMCA Senior group is partnering with Knit a Yarn group to provide a senior crafts program at the Library.
- We have purchased a Facebook portal to help facilitate hybrid programming.

### MATERIALS:

- We have been doing a weed of the DVDs at the Library to make room for new titles.

## Teen Services

### PROGRAMMING AND DISPLAYS:

- Attendance continues to be small, and new kinds of programming are in the works for the new year already thanks to TAB input and research
- The TAB resumed meetings, and gave ideas for winter programming, as well as pop-up events for November that didn't make it to the print newsletter.
- November/December program registration will open on 11/1
- A local teacher has volunteered to offer a weekly small group math review class for the SAT and ACT exams
- Passive programs are being employed in the space to encourage engagement while the teen space isn't as teen friendly as usual
- The Nintendo Switch has been brought back, and with it turning colder and the Children's Room hopefully reopening in mid-November, I will begin to draw in my crowd of regulars again after school

### COMMUNITY OUTREACH –

- Conducted outreach to teachers and school librarians for supporting them this school year with assignments or class projects -- Dann Kenefick and I are in talks to collaborate on programming at the school library, as well as supporting him during the renovation preparation for his collection.

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

- Outreach is continuing to be done to local non-profit organizations

### MATERIALS:

- Delays in the global shipping industry are impacting the ability for books to appear on the shelves in a timely manner, as well as an increase in damaged books causing more of the budget to be allocated for replacing lost or damaged books at this time
- Read Away Your Fines has spread through some word of mouth, and we've had 3 teens take advantage of it so far.



## Children's Services

### Programs and Displays

- Temporary displays exist in the teen center including spooky-themed middle grade books, take+make craft kits and residual fact sheets from Banned Books Week (which took place Sept 26 - Oct 2). We have also done joint department "daily question" polls for fun. New kids books, marked with red tape, continue to be displayed above the adult audiobook collection.
- STEAM Tinker participation has been steady (4-6 family pods with an average of 2 kids) and will conclude at the end of the month.
- Dawny Dew (Wednesday AM) and Robert Guitar Guy (Thursday AM) continue to pull steady attendance. These programs will move from the Village Green to the Meeting Room starting in November.
- Tales for Tots (Friday AM) and Cooking with Kids (Wednesday PM on zoom) will take a break through the end of the year due to staffing.
- Leave replacement children's librarian, Michelle, is still offering a new regular Monday morning storytime in addition to a Tuesday after school storytime/craft program which begins November 2 and features Native American Heritage Month.
- No attendance for the 1000 Books Before Kindergarten Saturday storytime event.
- Saturday storywalks will continue through November.
- Take+make crafts will continue through the end of the year.

### COMMUNITY OUTREACH

- *Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies*
  - Successfully co-hosted the first annual Children's Book Fair on Sunday, October 10
  - Pumpkinpalooza Festival in partnership with the Rye Historical Society, featuring 1 of 4 upcoming children's book author events -- as of this report; 137/200 registration slots filled.

### MATERIALS

- Ordering resumed for new books and some discretionary series / collection building.

## Rye TV

The City of Rye has presented a draft MOU to the library for the transition of Rye TV services. No date has been set, but City Manager Greg Usry will be seeking permission to execute the memo in the coming council meetings. Timing is largely dependent on the cable companies moving the feed from the high school to the library.

After an initial review of the memo, the following changes were requested:

- Article 4 - the definition of assistance will be clarified to note that the library is providing resources and links to shooting, editing, and cablecasting programs. The library will not be doing hands on instruction.,
- Article 5 - classes are the responsibility of Rye Arts Center
- Article 6 - for licenses that cannot be transferred from a municipality, the City will be the holder of the license, while the library will ensure the content is broadcast. There's a UN license that the city has that would not be able to be transferred over, so this mainly covers that.
- Article 7 - the library's current insurance covers the use, dissemination, and broadcasting of content
- Article 10 - members of the city council felt that some of the community content was important. The library will be able to contract with the part time employees that the city contracts with for filming. The cost should be no more than \$750 a year for the 6 programs. Nicole has provided a list, which follows the draft of the agreement.
- Article 11 - The city is adding a right of first refusal for termination of the agreement.

The unrevised draft is included below for reference.

\_\_\_\_\_, 2021

Memorandum of Understanding  
Between the City of Rye and the Rye Free Reading Room  
for the operation of a the public component of Rye TV

The City of Rye (City) and the Rye Free Reading Room (RFRR) desire to enter into this Memorandum of Understanding (MOU) to set forth: 1) the City's intent to convey surplus equipment previously used by the City of Rye for Rye TV ("RTV") (the "Equipment"); 2) the RFRR's responsibilities regarding the use of the equipment and use of the public channel (the "Public Channel"); 3) the City's process for receiving requests for funding for future needs of equipment; and 4) RFRR's obligations to submit an annual report for its activities as they relate to broadcasting shows on the Public Channel.

The City is in the process of negotiating new cable television franchise renewal agreements which makes available to it a minimum of three (3) channels for public, educational and governmental access (the public, educational and government channels are referred to herein as the "PEG" channels). The franchise agreements provide for an annual fixed sum of money to be used for capital costs associated with PEG Channels and the access facilities. It is in the mutual interest of the City and the RFRR to allow for the RFRR to continue to improve upon public access to allow for the creation, editing and programming of shows to be broadcast on the Public Channel.

The agreement recognizes that there are three distinct user groups - government, educational, and public (community). The RFRR shall be responsible for overseeing the public (community) use.

1. Equipment: By entering into this Agreement, the City hereby declares as surplus and is donating to the RFRR all the equipment listed in the attached Appendix A. The City will deliver the Equipment to the RFRR and will coordinate with the cable franchise providers that the necessary feed lines are in place in order to properly broadcast the Public Channel.

2. Repair of Equipment: The RFRR shall be responsible for any necessary repair costs of the Equipment.

3. Acquisition and Replacement of Equipment: The RFRR can request financial assistance via PEG monies in acquiring new equipment from the City as the need arises during the City's annual budget process. The allocation of PEG monies received from the franchise agreements is at the sole discretion of the City Council and any such allocation shall be used solely for the purchase or upgrading of equipment for the use/assistance of the Public Channel as defined in the Franchise Agreement, as amended from time to time.

4. Use of Equipment: The RFRR shall be solely responsible for providing the general public with reasonable access to the Equipment and for providing assistance in shooting, editing and cablecasting programs appropriate for the Public Channel. The RFRR shall provide assistance to the public regarding the use of equipment, editing and producing shows, including how to webstream the productions. The RFRR shall be responsible for cablecasting programs including, but not limited to, shows produced by the public, community interest events, and other regional cultural events.

5. Annual Report: The RFRR shall provide an annual report to the City Council in December outlining the prior year's activities as they relate to: 1) public broadcasting (hours, types of shows); 2) classes for the general public; 3) number of users; and 4) hours of access.

6. Channel Responsibilities: Channel 75/39 is for government access and shall be programmed and operated by the City. Channel 76/33 is for public (community access) programming. The operation of this channel shall be the sole responsibility of the RFRR. The RFRR shall be solely responsible for maintaining all licenses related to the Public Channel and shall be responsible for all necessary maintenance, upgrades and replacement of equipment necessary to broadcast on the Public Channel. In addition, the RFRR shall be responsible to comply with all necessary FCC or other regulatory agency regulations relating to the cablecasting of material on the Public Channel. Finally, RFRR is responsible for maintaining an archive of the programming and ensuring public access to such programming.

7. Insurance and Waiver of Liability: The RFRR shall provide property and liability insurance sufficient to cover the value of the Equipment and to provide coverage regarding the use, dissemination, broadcasting or other publications of material. The RFRR shall be solely responsible for complying with any and all standards for public broadcasting and the content of the programming material. The RFRR hereby releases the City from any liability

arising out of the creation, editing, broadcasting or other dissemination of material through the Public Channel.

8. Initial Installation: The City will pay up to \$5,000 for the transportation of and installation of the Equipment and any necessary infrastructure to allow the RFRR to connect to and cablecast on the Public Channel.

9. Disposal of Equipment. Nothing herein prevent the RFRR from properly disposing of the Equipment when it can no longer be used for its intended purposes.

10. Required Programming. The RFRR shall film the League of Women Voters forums and is obligated to shoot at least 5 (five) non-library community events every year.

11. No Termination or Assignment. RFRR shall not terminate or assign or otherwise convey the Public Channel without the City's written consent.

12. Amendment: This Agreement cannot be amended orally.

CITY OF RYE

RYE FREE READING ROOM

By: \_\_\_\_\_

By: \_\_\_\_\_

Greg Usry, City Manager

Chris Shoemaker

Jay Day

Jay Lectures

Edith Read Fall Festival

\*LWV (Rye)

\*Little League Parade

Lectures – Save the Bird Homestead

Sustainability events

Rye Youth Council \_ Color run

Rye Youth Council - Forums

Chamber of Commerce events (Sidewalk Sale, Mistletoe Magic)

Rye YMCA Derby

Rye YMCA Fall Prevention Day

Osborn Easter Egg Event

Lectures at Osborn

Candidate Forums at the Osborn

Spelling Bee (@RFRR)

Sprye Gala

Rye Arts Center benefit

Rye Arts Center Ladies Comedy Night

PSAs promoting event for NFP

Polar Bear Plunge

Rye Lions Dinner

Women in Innovation Panel

Rye ACT Event

Taste of Rye

Saying Goodbye to the Sanctuary (AN interfaith event)

Wainwright house events

Soulryeders luncheon and events

Save the Sound Comedy Night

4<sup>th</sup> of July event by Leaders of Tomorrow

Robie Pierce Regatta

## November Talking Points

The Annual Campaign has begun. While the City of Rye generously provides 75% of the Library's operating budget, we rely on members of the community to help us make up the remaining \$230,000 each year through donations to our Annual Campaign. These gifts help to fully fund our activities. Your gift adds popular and informative materials to the shelves, brings educational and inspiring programs to our town, and helps us to continue to steward the landmark facility at the heart of downtown Rye.

The Children's Room is scheduled to re-open November 15<sup>th</sup>! Thank you for all your help with the immediate clean-up, and for your patience.

In the wake of the terrible water damage, the library is looking at multiple solutions to address future flooding. Thank you for being patient, and keep in touch for future updates.

Thank you for all the kind offers of book donations to the children's room. Unfortunately, at this time we cannot accept book donations, due to shelving constraints.

Rye residents have access to Tutor.com and other homework resources. Visit the library's website for more details on accessing live homework help, along with 24/7 resources.

### Notable Activities

Thursday, November 11<sup>th</sup> at 11 am : Trustee Spelling Bee

The Spelling Bee Returns, with small scholarships available to the middle school and high school winner. Get practicing with resources at

<https://www.ryelibrary.org/teens/spellingbee/>

Trustee Action: Sign up middle school and high school students, encourage others to do so as well.

Thursday, November 11<sup>th</sup> at 6:45 pm – Parenting : Helping Kids and Teens Cope with Anxiety

Karen Trangucci, Ph.D and licensed psychologist in Rye Neck leads a workshop to give parents tools to help their kids manage emotions and worries.

Trustee Action: Share and attend the session

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