

Minutes of the September 27, 2022 RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:35. No one from the public was in attendance.

Consent Agenda

The Consent Agenda included the July 2022 meeting minutes and the July and August 2022 financial statements. Jan moved to approve the Consent Agenda. Nicole seconded. All approved.

President's Report

Kathleen reported that she had had a good response to the letter about the library's recovery/restoration efforts on the one year anniversary of Ida that appeared in the Rye Record.

Staff Reports

Director's Report

Chris passed around a thank you letter from the Rye Seniors which expressed their appreciation for the use of library facilities for their programs during the summer. Items with the library slogan "Be Curious" including totebags and tumblers are available for purchase. Brainstorming for this year's CURE (Coalition for Understanding Racism through Education) partnership has begun. The library's budget letter has been submitted to the city. The Annual Campaign mailer has gone out. Chris has been working with the architect/space planner on several items. He attended a city meeting about area flood mitigation efforts. Upcoming programs include a daffodil give away in conjunction with the Rye Garden Club in November.

Adult Services

Catherine reported that the library has increased its reader's advisory service. A bi-monthly Book Pick (staff book recommendations) has been instituted. More "read alike" book displays have been put up. The new book display area is very popular. Now instead of receiving 4 copies of popular titles, the library will be receiving 6 copies to meet patron demand.

Teen Services

Teens also like the new expanded reader's advisory service. Westchester Community College will be holding a college readiness workshop at the library. Sara is coordinating the teen resume and job hunting workshop for WLS libraries.

Children's Services

The library is responding to the "decline at 9" (the drop in reading scores at age 9) with two new programs. The first is the Mock Newbery Club in which members will read several new books and see how their selection for the Newbery Award matches up with the actual winner. The second is Book Tastings which will offer samples of books in different genres to help children find their favorite books. There was a discussion on using the issue of "decline at 9" and the library's response in the library's marketing. School visits are being scheduled and the librarians will be able to visit schools this year.

Auxiliary Board

Lina reported that Novel Night tickets sold out in 4 hours. The committee has received many large donations for the silent auction. A bit over 500 guests are expected. The Book Sale raised almost \$11,000, greatly surpassing the \$7,500 goal. She thanked Catherine and all the volunteers for a great job.

Architect/Space Planner

Chris reported that five core samples had been taken from inside the library to test the foundation. The outside borings are scheduled for October 13 and 14. They will take two weeks to evaluate.

Annual Campaign

The mailer went out. Checks are already coming in.

Finance

The Board is required to approve the signing and filing of the IRS 990 form. Matt moved to approve the form and authorize the director to sign and file the form. Shelley seconded. All approved.

Nominating Committee

Emilie reported that there were 3 new candidates for the board. There are 5 current board members that could renew places.

Policy Review

No report.

Strategic Planning

Nicole passed around an outline and timeline for the strategic planning process. The three pillars that they are working from are community, literacy and family. She requested that comments be sent to her or Chris.

Mission Moments

Chris reported on two upcoming events. On September 28, as part of the Words with Friends program, Annabelle Monaghan will interview Linda Cohen Loigman. The closing reception for the Chris Duncan exhibit will take place on September 29. All proceeds of sales will go to the library.

Kristin moved that the board go into executive session to discuss matters related to the employment of one or more individuals. Jennifer seconded. All approved. The board went into executive session at 8:06.

The board came out of executive session at 8:45. Shelley moved that the board approve management salaries as discussed in executive session. Emilie seconded. All approved.

There being no further business, Kathleen called for a motion to adjourn. Kristin so moved. Matt seconded. All approved. The meeting was adjourned at 8:46.

Action: The Board approve the September 2022 meeting minutes

September Financials

In Income

\$4,400 in NYS Library Aid funds were received in September
Annual Campaign giving increased, as the first mailers hit mailboxes

In expenses:

- Contracted Services includes payments of \$6K to W&M Fire for maintenance contracts and some repairs, and \$3.5K to Carlin Simpson for interior boring charges.
- Insurance shows payment of the Property/Liability premium to Reagan Agency
- Payroll Services Expense includes \$6.5K to Paychex for ERTC Calculation, and we are expecting between \$95,000 to \$285,000 in ERTC funds. We are finalizing the eligibility criteria that will be used to make sure everything is covered, which is the reason for the broad range.

On the Combined report, the misc. income line in temporary restricted income shows \$12,000 for the book sale.

Action : The Board accept the September 2022 Financial Statements

Rye Free Reading Room
Income and Expense Report
For Nine Months Ending September 30, 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	\$ 16,977	\$ 129,274	\$ 180,000	\$ 240,000
Miscellaneous Income	\$ 6,719	\$ 215,175	\$ 22,500	\$ 30,000
Osborn Branch Library	\$ 4,553	\$ 39,160	\$ 41,660	\$ 55,546
Auxiliary Board Transfer	\$ -	\$ -	\$ 46,875	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 28,250</u>	<u>\$ 1,718,609</u>	<u>\$ 1,626,035</u>	<u>\$ 1,828,046</u>
Expense				
Library Materials				
Books	\$ 4,464	\$ 52,605	\$ 59,164	\$ 78,885
Audio Visual	\$ 717	\$ 4,969	\$ 19,425	\$ 25,900
Periodicals	\$ 220	\$ 7,420	\$ 9,675	\$ 12,900
Programs	\$ 1,371	\$ 8,426	\$ 5,625	\$ 7,500
Ebooks/ Binding	\$ 427	\$ 32,402	\$ 27,000	\$ 36,000
	<u>\$ 7,199</u>	<u>\$ 105,822</u>	<u>\$ 120,889</u>	<u>\$ 161,185</u>
Library Operations				
Supplies	\$ 1,459	\$ 12,909	\$ 9,750	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 3,375	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 3,750	\$ 5,000
Automated Systems	\$ -	\$ 74,138	\$ 49,393	\$ 65,857
Telephone	\$ 171	\$ 2,359	\$ 4,500	\$ 6,000
Postage	\$ 1,178	\$ 4,987	\$ 7,500	\$ 10,000
Printing & Publicity	\$ 1,666	\$ 16,203	\$ 30,000	\$ 40,000
Auditing	\$ -	\$ 19,523	\$ 13,500	\$ 18,000
Legal Services	\$ -	\$ (535)	\$ 1,500	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ 100,000	\$ -	\$ -
Miscellaneous	\$ 1,516	\$ 11,250	\$ 5,850	\$ 7,800
	<u>\$ 5,990</u>	<u>\$ 240,834</u>	<u>\$ 129,118</u>	<u>\$ 172,157</u>
Building Operations				
Heat	\$ -	\$ 14,040	\$ 7,500	\$ 10,000
Light & Power	\$ 3,882	\$ 24,254	\$ 23,625	\$ 31,500
Water & Sewer	\$ 295	\$ 2,531	\$ 5,625	\$ 7,500
Fixtures, Furnishings & Equipment	\$ -	\$ 21,338	\$ 3,750	\$ 5,000
Building Supplies	\$ 1,185	\$ 19,108	\$ 9,000	\$ 12,000
Contracted Services	\$ 13,146	\$ 198,392	\$ 50,400	\$ 67,200
Repairs & Maintenance	\$ 250	\$ 7,356	\$ 13,500	\$ 18,000
Insurance	\$ 6,115	\$ 25,283	\$ 23,831	\$ 31,775
Miscellaneous	\$ -	\$ 3,724	\$ -	\$ -
	<u>\$ 24,873</u>	<u>\$ 316,026</u>	<u>\$ 137,231</u>	<u>\$ 182,975</u>
Personnel				
Salaries	\$ 71,312	\$ 702,765	\$ 748,344	\$ 997,791
Social Security	\$ 5,298	\$ 52,766	\$ 57,248	\$ 76,331
Retirement	\$ -	\$ -	\$ -	\$ 93,685
Medical Insurance	\$ 6,159	\$ 53,749	\$ 64,243	\$ 85,657
Other Insurance	\$ 3,140	\$ 18,533	\$ 9,750	\$ 13,000
Payroll Services	\$ 7,412	\$ 12,471	\$ 4,275	\$ 5,700
Staff Development	\$ 927	\$ 3,821	\$ 2,250	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 94,248</u>	<u>\$ 844,105</u>	<u>\$ 886,110</u>	<u>\$ 1,275,164</u>
Total Income	<u>\$ 28,250</u>	<u>\$ 1,718,609</u>	<u>\$ 1,626,035</u>	<u>\$ 1,828,046</u>
Total Expense	<u>\$ 132,310</u>	<u>\$ 1,506,786</u>	<u>\$ 1,273,348</u>	<u>\$ 1,791,481</u>
Net Receipts (Expense)	<u>\$ (104,060)</u>	<u>\$ 211,823</u>	<u>\$ 352,687</u>	<u>\$ 36,565</u>

**Rye Free Reading Room
Annual Campaign
September 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	
	NOV	64,037	88,772	
	DEC	77,720	101,425	
	Total	271,950	341,104	129,274

<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

Rye Free Reading Room
Endowment Report
September 2022

Endowment Inflows/Outflows:	<u>YTD 2022</u>	<u>YTD 2021</u>	<u>YTD 2020</u>
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(11,460)	(15,674)	(13,845)
Transfer to/from Other Funds	-	(95,000)	(95,004)
Interest & Dividend Income	41,193	63,379	59,271
Appreciation	(352,681)	247,318	4,789
End of Period Bal (Market Value)	<u>2,065,903</u>	<u>2,388,851</u>	<u>2,188,828</u>
Endowment Performance	-13.52%	13.48%	2.25%
Return of S&P 500	-23.87%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-14.61%	-1.54%	7.51%

Silvercrest:		<u>YTD 2022</u>	<u>YTD 2021</u>	<u>12/31/2020</u>
Cash & Equivalents	1%	115,452	12,815	114,631
Fixed Income	41%	746,078	884,363	647,426
Equities	54%	948,866	1,170,444	1,143,143
Gold	1%	15,467	17,096	26,754
Other	3%	46,763	71,182	32,810
Silvercrest Total	100%	<u>1,872,626</u>	<u>2,155,900</u>	<u>1,964,764</u>

Endowment Breakdown at:	<u>YTD 2022</u>	<u>Permanently Restricted</u>	<u>Permanently Restricted & Board Designated</u>	<u>Temp Restricted</u>
Shea	41,680	41,680	35,640	77,320
Flores	76,650	76,650	(5,757)	70,893
Balf	27,390	27,390	17,674	45,064
Silvercrest	745,086	745,086	1,127,540	1,872,626
	<u>\$</u>	<u>890,806</u>	<u>1,175,097</u>	<u>2,065,903</u>

Rye Free Reading Room Combined Report
For Nine Months Ending September 30, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,335,000	\$ -	\$ -	\$ 1,335,000
Annual Campaign	129,274	0	0	129,274
Contribution	-	304,676	0	304,676
Grants	-	0	0	-
Osborn Branch Library	39,160	0	0	39,160
Income from Invested and Equity	-	0	41,193	41,193
Miscellaneous	215,175	12,467	0	227,642
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,618,609</u>	<u>417,143</u>	<u>41,193</u>	<u>2,076,945</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation	-	0	-352,681	(352,681)
Total Funds	<u>1,618,609</u>	<u>417,143</u>	<u>-311,488</u>	<u>1,724,265</u>
Expense				
Library Materials				
Books	52,605	39,864	0	92,469
Audio Visual	4,969	250	0	5,219
Periodicals	7,420	0	0	7,420
Programs	8,426	76,091	0	84,517
Online Resources	427	960	0	1,387
Miscellaneous	<u>31,975</u>	<u>0</u>	<u>0</u>	<u>31,975</u>
	105,822	117,165	0	222,987
Library Operations				
Supplies	12,909	1,622	0	14,531
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	74,138	0	0	74,138
Telephone	2,359	0	0	2,359
Postage	4,987	0	0	4,987
Printing & Publicity	16,203	1,142	0	17,345
Auditing	19,523	0	0	19,523
Interest	0	0	0	-
Legal Services	-535	0	0	(535)
Miscellaneous	<u>11,250</u>	<u>9,309</u>	<u>0</u>	<u>20,559</u>
	140,834	12,073	0	152,907
Building Operations				
Heat	14,040	0	0	14,040
Light & Power	24,254	0	0	24,254
Water & Sewer	2,531	0	0	2,531
Fixtures, Furnishings & Equipment	21,338	0	0	21,338
Building Supplies	19,108	0	0	19,108
Contracted Services	198,392	1,395	0	199,787
Repairs & Maintenance	7,356	0	0	7,356
Insurance	25,283	0	0	25,283
Miscellaneous	<u>3,724</u>	<u>0</u>	<u>11,460</u>	<u>15,184</u>
	316,026	1,395	11,460	328,881
Personnel				
Salaries	702,765	0	0	702,765
Social Security	52,766	0	0	52,766
Retirement	0	0	0	-
Medical Insurance	53,749	0	0	53,749
Other Insurance	18,533	0	0	18,533
Payroll Services	12,471	0	0	12,471
Staff Development	3,821	80	0	3,901
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
	844,105	80	0	844,185
Total Expense	<u>1,406,786</u>	<u>130,713</u>	<u>11,460</u>	<u>1,548,959</u>
Net Receipts/Expenses	<u>211,823</u>	<u>286,430</u>	<u>-322,948</u>	<u>175,305</u>
Prior Year Funds	<u>387,802</u>	<u>349,675</u>	<u>2,065,903</u>	<u>2,803,380</u>
Balance	<u>599,625</u>	<u>636,105</u>	<u>1,742,956</u>	<u>2,978,685</u>

New Auxiliary Board Members

At the September meeting, the following new members were approved by the Auxiliary Board. The Board of Trustees must also vote to approve the members.

New Members

- Melissa Giovinazzo
- Samantha Nagelberg

Action : The Board approve the new members of the Auxiliary Board

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Reviewed 2023 planned budget
- Strategic Planning
 - Reviewed strategic plan outline with strategic planning committee
 - Met with representatives from Chamber of Commerce, Rye Nature Center, and Rye School District to discuss partnerships

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Prepared 2022 thank you message for trustees
 - Prepared mailing for 2021 flood donors
- Community Relations
 - Planned 2023 newsletter refresh – 1 sheet, full color highlight approach
- Fundraising
 - Completed 2022 Novel Night

BUILDING & GROUNDS:

- Completed interior core sampling process and facilitated arrangements for exterior boring work
- Attended City flood projects review presentation

STAFF & PERSONNEL

- Reviewed 2023 conference schedules and continuing education for staff

Adult Services

PROGRAMMING AND DISPLAYS:

- Colleen Hoover Read-Alikes, RFRR Bi-Monthly Book Picks, Celebrate Italian American Heritage Month
- Book Groups
 - Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Current Affairs Book Club, Rye YMCA Booked at the Y Book Club, After Work Book Club
- Programs
 - Fall Adult Take and Make Craft Kit, YMCA Canasta, YMCA Mah Jong, What Home Buyers Want. How to sell quickly. Even in this Market, Spin a Yarn Knitting Group, Rye Storytellers Guild, ESL Language Class, Women and Money: How to Make Sense of Today's Financial Market, Demystifying Medicare and Healthcare Coverage for Seniors, Paul D. Rheingold: The Streets in Rye - the Role of Eccentrics in Their Naming, Mark Schenker Sessions : Poems by Elizabeth Bishop, Adult Writer's Group, Adult Digital Literacy Education Series: Digital Footprint, Self Defense for a Cyber World!

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

- Partnered with Rye Reads for the 2022 Rye Children's Book Festival.
- Established a Terracycle drop bin for children's clothing to be recycled as part of the New York State Library Great Give Back.

Teen Services

PROGRAMMING AND DISPLAYS:

- Displays focusing on book picks and scary reads are up in the teen room, with the horror display getting more traction.
- Attendance at programs continues to hold steady, including a new crop of middle school students who are excited about programming. High school students are running 3 campaigns at the library with successful turnout, and attendance at cooking and craft programs continues to bring in 6-10 teens every session.
- The annual Halloween lock-in is getting a lot of positive attention, and looks to have more kids signed up than last year.
- The first Anime & Manga club drew in a large crowd of 14 teens and will continue to be hosted on the last Friday of each month going forward.

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

- The Youth Council and the library continue to collaborate on the Activist Academy series with talks slated for Nov/December, Jan/Feb, and more in the spring with a particular focus on teen citizenship for this year's theme.

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

- A collaboration with other libraries for an Activist event was well attended, and most of those same libraries have signed on again to present an informational talk on podcasting at the industry level with local non-profit Media for Good

MATERIALS:

- Board games continue to circulate well, and will be moved to a new home where the CD audiobooks and CDs used to be once that collection has been weeded in order to make room for the fiction collection to expand as the circulation numbers in the teen room reported in last month's report make weeding negligible.

Children's Services

PROGRAMMING AND DISPLAYS

- Cooking with Kids continues this fall on select Monday afternoons. We welcome between 8-15 kids each session, including several regulars. The kids love to learn about making their own food and enjoy trying new things.
- Mock Newbery book club continues meeting once a month on Mondays. The first session had 3 participants and they were very enthusiastic.
- The October Book Tasting did not get any takers, but we will continue to promote it and hope that some kids come in November.
- Displays for this month include book picks, Indigenous Peoples' Day, Halloween, and Fall.

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

- Our October school visits went very well. We had about 50 children from Rye Presbyterian Nursery School come to the library to take a tour and read some stories. In November we will have some older students from Midland coming.
- We are working on partnering more with the local school librarians to help us market some of our programs directly in the schools.
- We have ordered over 50 books for Milton School to support their unit covering Gordon Korman, who will be visiting the school this fall.
- We will be partnering with the Rye Garden Club and The Snackery for our Fall Festival on November 5th. Garden Club will give out daffodil bulbs and we will be purchasing mini cupcakes from The Snackery for the kids to decorate at the event.

MATERIALS:

- Ordering of new books continues regularly.

November Talking Points

Rye Free Reading Room is preparing for a vibrant future and you are an essential part of this exciting future - make your donation to the Annual Campaign today at www.ryelibrary.org/support

Your donation helps to add popular and informative materials to the shelves, brings educational and inspiring programs to the City, and helps us to steward the landmark facility at the heart of Downtown Rye.

New bi-weekly book recommendations are coming in the fall – get ready for the pick of the week for adults, teens, and children. Check out the Off the Shelf displays in the library and online.

Notable Activities

Thursday, October 27 – 7 pm

Read in Rye : Parker Lee

Author and Rye resident Parker Lee brings his own memories of Paris and experience as an international transactions lawyer to the page with his debut action adventure novel.

Hear from the author and discover Hugo's story.

Friday, November 11 – 11:30 am

Trustee Spelling Bee

Middle School and High School students spell for a chance to win a school scholarship.

Tuesday, November 15 – 4 pm

Mock Job Interviews for teens

Tuesday, November 29 – 7 pm

RW250 : Treason on the Darkest Dye

Master Storyteller Jonathan Kruk engages audiences in this most compelling story of the fight for Independence, sharing General Benedict Arnold's treasonous plot to give West Point to the British and how it got thwarted by three farmer-soldiers in central Westchester.