

Tuesday, April 27, 2021
7:30 pm Board of Trustees Monthly Meeting
Zoom

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve March, 2021 meeting minutes (Attachment)
 - b. Accept the March 2021 financial statements (Attachment)
4. President's Report
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 1. WLS Free Direct Access Plan (Attachment, VOTE)
 2. 1st Quarter Statistics (Attachment)
 - ii. Adult Report
 - iii. Children's Report
 - iv. Teen Report
 - b. Auxiliary Board
6. Board Discussion
 - a. 2021 Committees
 - i. Strategic Planning
 - ii. Nominating Committee
 - b. Mission Moments (Attachment)
 - c. Board dashboard (Attachment)
 - i. 2021 Committees
7. New Business
8. Executive Session

Next meeting dates: Tuesday, May 25, 2021 – 7:30 pm
 Tuesday, June 22, 2021 – 7:30 pm

<https://zoom.us/j/97663486495?pwd=WWxTWU5kaGlFZolaUTlxeE5QU3lkZzo9>

Meeting ID: 976 6348 6495

Passcode: 930612



Minutes of the March 23, 2021 RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:32.

Consent Agenda

Kathleen reviewed the use of the consent agenda for all routine items such as minutes of the previous meeting and financials. She asked to move the financials out of the consent agenda. Sara Miller moved to approve the consent agenda. Matt Anderson seconded. Jaclyn Cohen pointed out that date on the January minutes read 2020 and should be changed. All approved the motion.

Treasurer's Report

Ted Burdick reviewed the February financial statements. Income is going quite well with the first installment of the City's semi-annual funding and the rollover from last year's annual campaign. Expenses are lower because of a vacant position which will be filled soon. The automated services amount represents the first 6 months of WLS payments. In July WLS will be offering IT services on a new model. Chris is waiting for pricing details. The endowment performance is ahead of the S&P. The library has received its second PPP loan. Sara Wise moved to accept the February financials. Nicole Cunningham seconded and all approved.

President's Report

Kathleen welcomed the new trustees and the new Auxiliary Board presidents. She thanked Chris and Francis Jenkins for hosting the annual meeting. The video shown at the meeting gave an excellent overview of the library's work last year. She has two goals for the coming year. The first is to support Chris and the entire staff during the gradual reopening. She asked Chris to call upon the Board members for any assistance needed. Her second goal is to help the Board re-engage after a difficult year of social distancing and zoom meetings. She hoped that meetings could become hybrid as early as April. She encouraged all Board members to serve on at least one standing committee.

Staff Reports

Chris Shoemaker reported that work had been done to upgrade the elevator. Storm windows for the first floor are being considered. WLS is changing its IT services and this will impact the library's budget. Other libraries have contracted with outside vendors for their IT services. Chris will look into pricing from outside vendors once he receives the new pricing from WLS.

Chris reported that the library has applied for a grant from Old Oaks Country Club and a grant from Con Ed. The staff will have customer service training in June and the library will therefore be closed for half a day.

Catherine Riedel reported on activities in the public service departments. Programs this month have focused on women's history. In partnership with SCORE the library hosted a webinar on "Instagram for Small Business" which was attended by 261 people. Teen programs included a very successful "Activist Academy" attended by 90 people. The library has applied to the City for permission to have programs on the Village Green throughout the summer. More children's programs will be moving outdoors since the numbers at Samantha's outdoor story hour continue to grow.

Auxiliary Board

Chris introduced the new co-presidents. The Auxiliary Board will be conducting a friendraising campaign in conjunction with National Library Week through contacting past Novel Night participants.

Board Discussion

Kathleen asked Chris to review the talking points and board dashboard. Book donations for the upcoming book sale are now possible. The dashboard shows that browsing is up which means that more people are feeling comfortable about returning to the library. The staff is rearranging the meeting room to meet the new 3 foot distancing guidelines. Some of the procedures put in place during COVID such as curbside pick-up will continue with modification.

Kathleen led a discussion of the Board's standing committees and encouraged Board members participation. She suggested that a different committee be spotlighted each Board meeting. The current 3 year strategic plan will end in May 2021.

Normally we would spend this year crafting a new one. She suggested that because of the gradual reopening and arranging for operations post-COVID, perhaps we should extend the current plan for one year. Sara asked if this required a vote. Kathleen said that was not necessary. In May the Board could vote to extend the present plan.

Mission Moment

Chris reported that the library had its first sign up for next year's spelling bee.

New Business

Francis congratulated Kathleen and the new executive slate. He hoped that the Board could build camaraderie with the return to more normal operations.

Kathleen moved to adjourn the meeting and Francis seconded. All approved and the meeting was adjourned at 8:20.

Action : The Board Approve the March meeting minutes

March Financials

Income trails projects slightly, though miscellaneous revenue is not as far off estimates. Ending the quarantine period for materials may also impact this area, as there will be fewer fine disputes.

Materials spending is still behind, but staff are looking to use Ingram for material purchasing and processing instead of Baker and Taylor. Over 300 on order titles were cancelled by Baker and Taylor, with no notice. Unreliable supplies impact circulation as well, as Rye patrons end up waiting longer for the few copies that are in the system.

Library operations are below budget, but the first invoices for the audit will be reflected in April, and account for \$10,000 in expenses. An RFP is out for managed IT services, and pricing will be evaluated vs WLS services.

Contracted services jumped up due to delayed invoices from Coverall, the cleaning services company. There were also fire system maintenance issues that were addressed by W and M Fire.

Personnel reflects a staff retirement as of March 4th. That employee is returning as an occasional staff member at less than 10 hours per week to assist with processing. One vacant clerk position has been filled while a second part time clerk position is out for an unknown period of time due to COVID recovery. In addition, personnel costs are lower than budget due to the outstanding labor negotiations.

Action : The Board Accept the March financial statements

Rye Free Reading Room Income and Expense Report
For Three Months Ending March 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
Income				
City of Rye	\$ -	\$ 657,500	\$ 657,500	\$ 1,315,000
Annual Campaign	\$ 4,471	\$ 44,006	\$ 41,000	\$ 225,000
Miscellaneous Income	\$ 316	\$ 1,998	\$ 2,973	\$ 22,000
Osborn Branch Library	\$ 3,877	\$ 8,171	\$ 12,757	\$ 51,029
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 95,000
	<u>\$ 8,664</u>	<u>\$ 711,675</u>	<u>\$ 714,230</u>	<u>\$ 1,770,529</u>
Expense				
Library Materials				
Books	\$ 2,172	\$ 6,569	\$ 15,700	\$ 72,200
Audio Visual	\$ 2,965	\$ 4,522	\$ 9,121	\$ 36,485
Periodicals	\$ 1,449	\$ 2,804	\$ 3,225	\$ 12,900
Programs	\$ 2,940	\$ 3,985	\$ 1,874	\$ 7,500
Miscellaneous	\$ 3,768	\$ 3,872	\$ 5,100	\$ 20,100
	<u>\$ 13,294</u>	<u>\$ 21,752</u>	<u>\$ 35,020</u>	<u>\$ 149,185</u>
Library Operations				
Supplies	\$ 249	\$ 2,454	\$ 3,250	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 750	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 833	\$ 5,000
Automated Systems	\$ -	\$ 35,586	\$ 33,500	\$ 67,000
Telephone	\$ 483	\$ 782	\$ 1,500	\$ 6,000
Postage	\$ 1,207	\$ 1,268	\$ 2,200	\$ 10,000
Printing & Publicity	\$ 6,890	\$ 9,935	\$ 14,000	\$ 40,000
Auditing	\$ -	\$ -	\$ 10,000	\$ 17,500
Legal Services	\$ 682	\$ 682	\$ 500	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 873	\$ 1,600	\$ 2,742	\$ 7,800
	<u>\$ 10,384</u>	<u>\$ 52,307</u>	<u>\$ 69,275</u>	<u>\$ 172,800</u>
Building Operations				
Heat	\$ 2,181	\$ 4,211	\$ 6,000	\$ 10,000
Light & Power	\$ 3,283	\$ 4,845	\$ 6,000	\$ 31,500
Water & Sewer	\$ 207	\$ 583	\$ 1,750	\$ 7,000
Fixtures, Furnishings & Equipment	\$ -	\$ -	\$ 1,000	\$ 5,000
Building Supplies	\$ 1,387	\$ 3,218	\$ 3,000	\$ 12,000
Contracted Services	\$ 7,354	\$ 18,632	\$ 16,000	\$ 64,000
Repairs & Maintenance	\$ 1,879	\$ 4,528	\$ 4,500	\$ 18,000
Insurance	\$ 5,697	\$ 5,697	\$ 7,750	\$ 31,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 21,988</u>	<u>\$ 41,714</u>	<u>\$ 46,000</u>	<u>\$ 178,500</u>
Personnel				
Salaries	\$ 73,045	\$ 210,568	\$ 247,750	\$ 991,000
Social Security	\$ 6,245	\$ 16,431	\$ 18,968	\$ 75,872
Retirement	\$ -	\$ -	\$ -	\$ 81,515
Medical Insurance	\$ 3,288	\$ 19,699	\$ 23,454	\$ 93,737
Other Insurance	\$ 2,479	\$ 2,479	\$ 2,700	\$ 13,800
Payroll Services	\$ 440	\$ 1,679	\$ 1,250	\$ 5,100
Staff Development	\$ 468	\$ 1,103	\$ 625	\$ 2,500
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 85,965</u>	<u>\$ 251,959</u>	<u>\$ 294,747</u>	<u>\$ 1,263,524</u>
Total Income	<u>\$ 8,664</u>	<u>\$ 711,675</u>	<u>\$ 714,230</u>	<u>\$ 1,770,529</u>
Total Expense	<u>\$ 131,631</u>	<u>\$ 367,732</u>	<u>\$ 445,042</u>	<u>\$ 1,764,009</u>
Net Receipts (Expense)	<u>\$ (122,967)</u>	<u>\$ 343,943</u>	<u>\$ 269,188</u>	<u>\$ 6,520</u>

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

<u>Donations to the Current Annual Campaign</u>		<u>2021</u>	<u>2020</u>
Donations received & deposited in	JAN	59,213	29,771
	FEB	16,352	9,764
	MAR	4,471	4,471
	APR	600	0
	MAY	492	0
	JUN	371	0
	JUL	4,267	0
	AUG	6,183	0
	SEP	4,017	0
	OCT	36,564	0
	NOV	64,037	0
	DEC	77,720	0
	Total	274,287	44,006

Donations to *Previous or Subsequent* Annual Campaigns

Donations to <i>prior</i> Annual Campaigns	56,154	24,193
Donations to the <i>subsequent</i> Annual Campaign	0	0
<i>Sub-total</i>	<u>56,154</u>	<u>24,193</u>

Rye Free Reading Room
Endowment Report
March 2021

Endowment Inflows/Outflows:	YTD 2021	YTD 2020	YE 2019
Beg of Period (Market Value)	2,188,828	2,233,617	2,011,113
Expenses	3,735	(13,845)	(14,745)
Transfer to/from Other Funds	-	(95,004)	(85,000)
Interest & Dividend Income	13,210	59,271	68,274
Appreciation	103,077	4,789	253,975
End of Period Bal (Market Value)	<u>2,308,850</u>	<u>2,188,828</u>	<u>2,233,617</u>
Endowment Performance	5.48%	2.25%	15.29%
Return of S&P 500	6.17%	18.40%	31.49%
Return of Barclays Bloomberg Aggregate Bond Index	-3.37%	7.51%	8.72%

Silvercrest:		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	194,259	114,631	18,679
Fixed Income	33%	644,317	647,426	756,257
Equities	58%	1,180,144	1,143,143	1,154,630
Gold	1%	15,996	26,754	21,435
Other	2%	48,127	32,810	77,671
Silvercrest Total	100%	<u>2,082,843</u>	<u>1,964,764</u>	<u>2,028,672</u>

Endowment Breakdown at:		YTD 2021	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
	<u>Shea</u>	41,680	41,680	48,762	90,442
	Flores	76,650	76,650	6,337	82,987
	Balf	27,390	27,390	25,188	52,578
	Silvercrest	745,086	745,086	1,337,757	2,082,843
		<u>\$ 890,806</u>	<u>890,806</u>	<u>1,418,044</u>	<u>2,308,850</u>

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 657,500	\$ -	\$ -	\$ 657,500
Annual Campaign	44,006	0	0	44,006
Contribution	-	1,000	0	1,000
Grants	-	0	0	-
Osborn Branch Library	8,171	0	0	8,171
Income from Invested and Equity	-	0	13,210	13,210
Miscellaneous	1,998	0	0	1,998
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>711,675</u>	<u>1,000</u>	<u>13,210</u>	<u>725,885</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	103,077	103,077
Total Funds	<u>711,675</u>	<u>1,000</u>	<u>116,287</u>	<u>828,962</u>
Expense				
Library Materials				
Books	6,569	0	0	6,569
Audio Visual	4,522	0	0	4,522
Periodicals	2,804	0	0	2,804
Programs	3,985	27,538	0	31,523
Online Resources	3,044	0	0	3,044
Miscellaneous	828	0	0	828
	<u>21,752</u>	<u>27,538</u>	<u>0</u>	<u>49,290</u>
Library Operations				
Supplies	2,454	0	0	2,454
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	35,586	0	0	35,586
Telephone	782	0	0	782
Postage	1,268	0	0	1,268
Printing & Publicity	9,935	0	0	9,935
Auditing	0	0	0	-
Interest	0	0	0	-
Legal Services	682	0	0	682
Miscellaneous	1,600	0	0	1,600
	<u>52,307</u>	<u>0</u>	<u>0</u>	<u>52,307</u>
Building Operations				
Heat	4,211	0	0	4,211
Light & Power	4,845	0	0	4,845
Water & Sewer	583	0	0	583
Fixtures, Furnishings & Equipment	0	0	0	-
Building Supplies	3,218	0	0	3,218
Contracted Services	18,632	0	0	18,632
Repairs & Maintenance	4,528	0	0	4,528
Insurance	5,697	0	0	5,697
Miscellaneous	0	0	-3,735	(3,735)
	<u>41,714</u>	<u>0</u>	<u>-3,735</u>	<u>37,979</u>
Personnel				
Salaries	210,568	0	0	210,568
Social Security	16,431	0	0	16,431
Retirement	0	0	0	-
Medical Insurance	19,699	0	0	19,699
Other Insurance	2,479	0	0	2,479
Payroll Services	1,679	0	0	1,679
Staff Development	1,103	0	0	1,103
Miscellaneous	0	0	0	-
	<u>251,959</u>	<u>0</u>	<u>0</u>	<u>251,959</u>
Total Expense	<u>367,732</u>	<u>27,538</u>	<u>-3,735</u>	<u>391,535</u>
Net Receipts/Expenses	<u>343,943</u>	<u>-26,538</u>	<u>120,022</u>	<u>437,427</u>
Prior Year Funds	157,038	274,961	2,308,850	2,740,849
Balance	<u>500,981</u>	<u>248,423</u>	<u>2,428,872</u>	<u>3,178,276</u>

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Shared quarterly spending with library departments
 - Reviewed existing contracts for possible savings
- Strategic Planning
 - Outlined accomplishments and initiatives goal area for current strategic plan
 - Researched alternate metrics for library impact

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Met with Development Committee to begin theme discussion
- Community Relations
 - Hosted Caste book discussion session with CURE
 - Placed call for writers for the return of Writes and Bites program
 - Met with Rye Arts Center to review Rye Community Media plans
 - Participated in Little Garden Club Daffodil celebration
- Fundraising
 - Completed Auxiliary Board National Library Week Mailing – 2.1% return
 - Completed Lapsed Donor Mailing – 9% return
 - Completed Old Oaks Foundation proposal

BUILDING & GROUNDS:

- Rearranged attic space to prepare for booksale
- Adjusted furniture layout in children's room to improve sightlines
- Scheduled spring cleaning garbage pickup with Bedford Road Contractors

STAFF & PERSONNEL

- Opened recruitment for business manager
- Continued labor contract discussions with CWA business agent

WLS Free Direct Access Plan

In preparation for submission of WLS's Plan of Service 2022-2026 to the New York State Division of Library Development, the Free Direct Access Plan was reviewed. In addition to needed revisions to dates and a page footer, one item was also added to Section 1 in response to a request by the Public Library Directors Association (PLDA). This addition, shown below in ***bold italic underscored*** font, was made to support the member libraries in allowing limitations to the use of their meeting rooms.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitation may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.
- ***Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.***

In accordance with Section 8 of the Free Direct Access Plan, the proposed revision was reviewed by the Public Library Directors Association (PLDA) and the WLS Board of Trustees and the revised document is being submitted to the 38 member libraries for approval.

Directors are asked to put this matter on the next possible library board meeting agenda for approval and to inform WLS of the board's decision by sending a copy of their board meeting minutes indicating the Free Direct Access Plan vote to Elise Burke either by electronic copy via email leburke@wlsmail.org or by hard copy via the routed mail. A simple majority of the 38 member libraries will constitute approval.



**Westchester Library System
Free Direct Access Plan for 2022-2026
to Fulfill Commissioner's Regulation
90.3 (a) through (d)(4)**

1. Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

The Westchester Library System's (WLS) service area is Westchester County. To be eligible for a system-wide borrower's card, individuals must live, work, go to school or own real property within a member library's chartered service area or a community that has contracted with a WLS member library.

Individuals should register for their borrower's card at the local library that serves the address where they live, work, go to school or own real property. For individuals meeting more than one of the eligibility requirements, the local library status will be determined based on the priority order of where they: (1) live, (2) work, (3) go to school, or (4) own real property. Member libraries shall require proof of eligibility before issuing a system-wide borrower's card.

The person to whom the borrower's card is issued, or their designated parent/guardian, assumes financial responsibility for its use, including all materials borrowed on that card. In no case shall more than one active system-wide borrower's card be issued to an individual.

Individuals residing in Westchester County but outside a member library's chartered service or contracted service areas will receive:

- Walk-in access to on-site materials at any member libraries;
- State-funded Central Library services;
- WLS website and online catalog services that do not require a library card.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitation

may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.
- Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.

An individual who lives outside of Westchester County and does not work, go to school or own property in Westchester may purchase a card from WLS.

The entitlement to library services and borrowing privileges outlined in this Free Direct Access Plan shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of WLS member libraries and/or the Westchester Library System.

2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.

- a. In the event a library withdraws from WLS, residents of the affected area will continue to be entitled to on-site access as defined in Commissioner's Regulation §90.3 (a)(8) with the limitations specified in #1, above. Residents of such areas may continue on-site borrowing of WLS Central Library circulating materials purchased with state or federal funds.
- b. All registered and chartered public libraries in Westchester County are members of WLS.

3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.

In addition to excessive borrowing as described in #4 below, additional factors contribute to the inequitable overuse of a library by cardholders of other libraries and are considered serious inequities and hardships. Those factors which may be grounds for the request of a hardship waiver by the Commissioner include, but are not limited to, the following:

- A significant difference/shift in hours of operation, or any decrease that causes library hours to fall below the state-mandated minimum hours of operation;
- The failure of a nearby library to adequately serve its local users (i.e. lack of facilities such as parking, ongoing construction or chronic budgetary constraints);
- The defeat of a proposition in an untaxed/unserved area to establish a library pursuant to Section 255 of the Education Law, or other pertinent legislative act, to establish or maintain a library;
- The defeat of a proposition in an untaxed/unserved area to contract for library services with a registered member library in accordance with Section 256 of the Education Law.

- When an unserved community has a population over 10,000 and has no equitable contract for library services.

4. Describe what constitutes excessive out of chartered service area borrowing in the system.

Excessive out of service area borrowing occurs when 15% or more of the net difference of an on-site library's circulation is from non-residents, individuals not residing within the library's chartered or contracted service areas. Net difference is based on the number of "home library" items checked out at the circulation desk and does not include "intransit" items received from other member libraries.

5. Unserved and Underserved Populations

a. Describe the unserved and the underserved populations within the system.

Unserved areas in Westchester County include the Village of Elmsford, portions of the Town of Mamaroneck and the Town of Cortlandt (Lakeland School District). A member library currently contracts with each of these communities. The Ardsley Public Library serves the Village of Elmsford; The Larchmont Public Library serves the Town of Mamaroneck; and The Field Library of Peekskill, the Hendrick Hudson Free Library in Montrose, The John C. Hart Memorial Library in Yorktown and the Croton Free Library serve the Town of Cortlandt. Fire Protection District #1 in the Town of Bedford remains an unserved area and the Bedford Hills Free Library provides service to those residents.

At present there are no underserved areas. Residents living within chartered or contracted service areas are served by a member library that exceeds the minimum standards for service as defined in Commissioner's Regulation §90.2 or has been granted a waiver from specific standards by the State Education Department.

b. Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

The criteria used are compliance with the minimum standards contained in New York State Education Law and New York State Commissioner's Regulation §90.2 as reported by member libraries on their annual report to the state.

c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

WLS provides ongoing outreach services to encourage and promote library usage to populations that do not typically use public libraries. WLS sponsors trustee training sessions that focus on advocacy techniques to gain increasing funding for their library and the communities they serve.

d. Provide a timetable for such action:

Ongoing

e. Identify who will be responsible for carrying out these actions.

WLS and the member libraries

6. Describe the conditions under which modifications to the free direct access plan can be made: (a) without the approval of the Commissioner; (b) with the prior approval of the Commissioner.

a. Libraries that experience excessive out-of-chartered service area borrowing as defined in Section 4 above may, upon appropriate public notice and without further approval from WLS or the Commissioner of Education, may

(1) Place restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds; and,

(2) Place restrictions on attendance at library programs *due to lack of space or staffing to accommodate non-residents*, provided such programs are supported entirely by local funds;

(3) Place restrictions on new or experimental collections;

(4) Place restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high demand materials;

b. Further proposed restrictions to library service or access must be approved by a simple majority of member libraries and by the Westchester Library System Board of Trustees before transmission to the Commissioner of Education for approval. The request for restrictions must be accompanied by the following, in a form acceptable to the Division of Library Development:

- Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;
- A clear description of the proposed restrictions and modifications to this direct access plan being requested provided such modifications do not include charging for library services;
- Description of the anticipated impact on resident and non-resident borrowers after modification are approved and implemented;
- Provision of a time frame for the beginning and end of such restrictions and modifications to this direct access plan.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

WLS and its member libraries are obligated to comply with this Free Direct Access Plan. The Plan of Service for WLS, of which this Free Direct Access Plan is a part, is a contract between the State Education Department and the Westchester Library System. As a condition of System membership, the member libraries have agreed to comply with all Regulations of the Commissioner of Education.

8. Describe how the system obtained member library input to the plan for free direct access.

A draft of the Plan was submitted by WLS to the Public Library Directors Association (PLDA) and the WLS Board of Trustees. The WLS Board of Trustees reviewed the draft Plan to be submitted to PLDA on 2/23/2021. PLDA reviewed the draft Plan at their 3/18/2021 meeting, when one change to Section 1 was recommended and incorporated into the draft Plan. The WLS Board was notified of this revision at their 3/30/2021 meeting. The revised draft Plan was then submitted to the Boards of the 38 member libraries. A simple majority of the 38 member libraries approved the Plan on tbd. The WLS Board of Trustees approved the Plan on tbd and the Plan was submitted to Division of Library Development for approval by the Commissioner of Education.

Last update: April 1, 2021

Quarterly Statistics Summary

Library activities are down compared to last year, as the measurements include some pre-pandemic months of service. Looking at the first quarter of 2021 compared to the 4th quarter of 2020 reflects pandemic services more accurately, in my opinion. I have included that comparison on the spreadsheet as well.

Digital usage has plateaued, and without significant spending, will most likely remain near these usage levels. WLS may be purchasing a digital magazine package for the system, which would boost those metrics slightly. Collections may be a focus for the 2021 / 2022 annual campaign, to increase those budget lines. Book bundles are appreciated, but are not a significant drive of higher circulation. Patron comfort with browsing is increasing, and we are addressing vendor service issues to ensure more popular books are on the shelves at release date.

Programs declined in the first quarter compared to last quarter, and that is partly lined to the decline in popularity of activity kits. All departments offered more programs at the end of the year, under the assumption that most families would be traveling less.

Additional public computers have been added to allow for more computer sessions, and website visits have risen as people schedule their appointments.

Rye Free Reading Room Statistical Summary
Lending Services

	Jan '20	Feb '20	Mar '20	Jan 21	Feb 21	Mar 21	Q1 2020	Q1 2021	Q1 change	Q4 2020	Q1 2021	Q1 change
Circulation to Patrons												
RFRR - Total	13316	13072	8394	10465	8803	10014	34,782	29282	-16%	25,858	29282	13%
<i>Adult - All Categories</i>	9110	8586	6090	6597	5758	6461	23,786	18816	-21%	17,952	18816	5%
Fiction	2582	2485	1606	1874	1524	1894	6,673	5292	-21%	5,033	5292	5%
Non-Fiction	1400	1338	607	798	717	884	3,345	2399	-28%	2,018	2399	19%
Express (Book + AV)	188	166	111	55	46	46	465	147	-68%	182	147	-19%
E-Media	2955	2889	2744	3048	2750	2826	8,588	8624	0%	8,652	8624	0%
Movie	1304	1148	733	576	472	566	3,185	1614	-49%	1,492	1614	8%
Music	394	292	155	114	112	130	841	356	-58%	280	356	27%
Other	287	268	134	132	137	115	689	384	-44%	295	384	30%
<i>Children's - All Categories</i>	4206	4486	2304	3868	3045	3553	10,996	10466	-5%	7,906	10466	32%
Fiction	2776	2980	1714	3144	2432	2783	7,470	8359	12%	6,381	8359	31%
Non-Fiction	734	702	380	557	470	596	1,816	1623	-11%	1,211	1623	34%
Movie	610	727	160	99	92	121	1,497	312	-79%	187	312	67%
Music	8	2	0	0	0	0	10	0	-100%	0	0	#DIV/0!
Other	78	75	50	68	51	53	203	172	-15%	127	172	35%
ROS	286	214	126	179	146	199	626	524	-16%	456	524	15%
ILL to Other WLS Libraries												
RFRR	1420	1218	560	1102	941	1213	3,198	3256	2%	3,203	3256	2%
ROS	29	23	11	0	0	0	63	0	-100%	0	0	#DIV/0!
New Patron Registration												
RFRR	59	50	43	59	41	51	152	151	-1%	106	151	42%
<i>Adult</i>	44	42	36	53	36	38	122	127	4%	93	127	37%
<i>Teen</i>	5	0	1	0	1	1	6	2	-67%	1	2	100%
<i>Children</i>	10	8	6	6	4	12	24	22	-8%	12	22	83%
<i>Digital</i>	28	20	68	41	25	24	116	90	-22%	63	90	43%
ROS	3	4	3	1	0	0	10	1	-90%	1	1	0%
Reference Services												
Questions Answered												
RFRR	2779	2728	697	2872	2589	2969	6,204	8430	36%	5,103	8430	65%
<i>Adult</i>	1894	1748	653	1544	1458	1839	4,295	4841	13%	2,445	4841	98%
<i>Children</i>	885	980	44	1328	1131	1130	1,909	3589	88%	2,658	3589	35%
ROS	86	70	20	0	0	0	176	0	-100%	145	0	-100%
Programs & Events (RFRR Only)												
Programs & Program Attendance												
<i>Programs</i>	60	58	37	46	39	47	155	132	-15%	228	132	-42%
<i>Adult</i>	5	6	6	11	10	14	17	35	106%	41	35	-15%
<i>Teen</i>	15	16	12	13	9	10	43	32	-26%	33	32	-3%
<i>Children</i>	40	36	19	22	20	23	95	65	-32%	154	65	-58%
<i>Attendance</i>	1992	1960	586	630	723	694	4,538	2047	-55%	2,719	2047	-25%
<i>Adult Programs</i>	58	88	33	133	378	170	179	681	280%	247	681	176%
<i>Teen Programs</i>	197	168	16	101	48	154	381	303	-20%	312	303	-3%
<i>Children's Programs</i>	1737	1704	537	396	297	370	3,978	1063	-73%	2,160	1063	-51%
Library Visits (Doorcount; RFRR Only)												
Doorcount												
RFRR	13021	13411	6201	4905	4620	6325	32,633	15850	-51%	4,489	15850	253%
Length of Visit												
RFRR	8747	7845	5618	2959	1821	2490	22,210	7270	-67%	8,130	7270	-11%
5 - 20 min	4419	3849	2868	1466	790	1107	11,136	3363	-70%	4,092	3363	-18%
20 - 60 min	1988	1839	1203	633	375	569	5,030	1577	-69%	1,912	1577	-18%
1 hr - 6 hr	2109	1882	1249	560	408	540	5,240	1508	-71%	1,528	1508	-1%
6 hr - +	231	275	298	300	248	274	804	822	2%	598	822	37%
Electronic Services (RFRR Only)												
Computer Sessions												
Use of Public PCs	680	714	430	278	439	393	1,824	1110	-39%	993	1110	12%
<i>Adult PCs</i>	454	431	233	255	427	383	1,118	1065	-5%	949	1065	12%
<i>Laptops</i>	50	41	21	23	12	10	112	45	-60%	44	45	2%
<i>Children PCs</i>	176	242	176	0	0	0	594	0	-100%	0	0	#DIV/0!
Website Use												
Sessions (Visits)	5585	5461	4752	6018	5461	6061	15,798	17540	11%	16,743	17540	5%
Users	3977	3923	3310	3843	3484	3643	11,210	10970	-2%	10,469	10970	5%
Pageviews	8598	8093	8686	10763	9409	10899	25,377	31071	22%	31,081	31071	0%
Wifi Usage												
Sessions	1722	1514	816	298	136	251	4,052	685	-83%	1,010	685	-32%
Technical Services												
Items Added												
RFRR	634	601	316	118	234	224	1,551	576	-63%	1,287	576	-55%
<i>Adult</i>	491	361	372	112	176	180	1,164	468	-60%	1,153	468	-59%
Fiction	331	237	193	46	147	139	761	332	-56%	347	332	-4%
Non-Fiction	54	26	20	5	6	4	100	15	-85%	29	15	-48%
eBooks	31	50	76	40			157	40	-75%	557	40	-93%
Express (Book + AV)	16	14	9	3	9	7	39	19	-51%	33	19	-42%
Movie	40	25	11	18	14	29	76	61	-20%	30	61	103%
Music	17	9	3	0	0	0	29	0	-100%	111	0	-100%
Other	2	0	0	0	0	1	2	1	-50%	46	1	-98%
<i>Children's</i>	143	240	4	6	58	44	387	108	-72%	134	108	-19%
Fiction	101	139	3	2	51	32	243	85	-65%	70	85	21%
Non-Fiction	42	70	1	0	7	12	113	19	-83%	60	19	-68%
Movie	0	6	0	4	0	0	6	4	-33%	4	4	0%
Music	0	0	0	0	0	0	0	0	-%	0	0	-%
Other	0	25	0	0	0	0	25	0	-%	0	0	-%
ROS	14	7	17	0	0	0	38	0	-100%	0	0	#DIV/0!

Adult Services

PROGRAMMING AND DISPLAYS:

- Virtual Programs
 - Author Event: Woodruff and Washington, 1964: The First Baby Boomers Turn 18, Civil Rights, Vietnam, 5 Towns, One Book:Caste. Adult Writing Group (weekly), Maritime Trade Networks of Medieval Japan, Federal One: Saving the Arts in the Great Depression, Adult Take and Make Together: Painted Planter, Appy Hour
- Virtual Book Groups

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

- We are setting up a plant propagation swap station across from our seed Library. This is a place where patrons can take a plant starter and replace the one taken with a new propagation. We are reaching out to the Rye Garden Clubs to see if they would be interested in being involved in this initiative
- 5 Towns One Book: Caste - we partnered with 5 towns and numerous community agencies designing a series of programs around the book Caste The Origins of our Discontent by Isabel Wilkerson.
- Our Author program with Woodruff and Washington was done in partnership with the Irvington Public Library.

MATERIALS:

- We have moved the patron printer into the Raho Technology Center and we have added 2 more computers to the Technology Center. There has been overwhelming support for this facility change and a very positive response from our patrons .

Teen Services

PROGRAMMING AND DISPLAYS:

- “Teen Intersectionality Book Club” will meet in June, after AP exams. Their selection for the month is “The Magic Fish”.
- Community Clue will run this weekend, with a current, and growing, list of sign ups sitting at 67 people.
- Ashley Covelli led a macaron baking class which was better attended than other test kitchen events
- Ian Harris led a teen chess tournament that was well attended and gained some traction within the school chess community

COMMUNITY OUTREACH –

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

- Work for a June presentation for Activist Academy, and fall speakers, is underway with other libraries and local youth serving community groups
- The Empathy Project, in collaboration with Roni Sarig’s students at the Rye High School and participants in the Big Picture Foundation is in the works for a Storwalk adaptation starting with Mental Health on Saturday 5/2

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

- Summer Reading virtual program collaboration is happening with the Harrison, Croton, and Somers libraries as well as the YMCA for an in-person outdoor summer Olympics event being spearheaded by Samantha Mairson of the Children’s Department

MATERIALS:

- The TAB has successfully formed sub-groups to work on teen informed collection development and just wrapped up ordering for Quarter 1; they are enjoying the process!
 - Collection evaluation will soon be done within the comics, graphic novel, and manga sections to determine circulation and if the collection should be moved to larger shelving by swapping with the board game collection; or if weeding needs to occur.
-

Children's Services

Programs and Displays

- Our Wednesday Cooking with Kids class is still attracting regulars and new participants every week, between 8-15 kids average. This week we are making birthday cake from scratch to celebrate the 1st birthday of the Cooking with Kids program!
- We look forward to welcoming a new performer for May/June. Robert the Guitar Guy will be performing once a week on Tuesday mornings outdoors for our younger crowd. If the weather is bad he will perform on Facebook live.
- Samantha created a nice spring/flower display for the Rye Garden Club's Daffodil Day that took place on Saturday, April 17th.

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

- This month we ordered several books for Osborn School on Civil Rights, Women's Rights, LGBTQ+ Rights, and Native American Rights.
- Lisa was interviewed by the Milton 3rd grade class as a community helper for their project on COVID in Rye.
- Samantha continued doing community outreach as a part of planning for our April community Clue event. Several local businesses have already agreed to allow us to post clues in their windows for a scavenger hunt type event for the whole family. The Community Clue event will take place on April 24th.

SPACES

- The children's room service desks have been re-arranged to provide one central point of service. The wall space where the service desk stood will be a lunch / wall toy / seating area instead.

Auxiliary Board

The Board of Trustees votes to approve new members to the Auxiliary Board following the approval of a majority of the existing Auxiliary Board membership.

New members to the Auxiliary Board are:

- Lauren Bousequet
- Valerie Chuebon
- Diane Martin
- Maureen Neckles
- Lauren Tesoriere
- Lianne Tidman
- Valerie Vena

Action: The Board approves the new members

May Talking Points

The library is open for browsing and studying – reserve a spot at www.ryelibrary.org/appointment. Reserve a study space for you or a group, browse the collection, collect materials for a learning pod, grab an activity kit, and more.

Visit the Village Green! From concerts to storywalks to family fun activities, the library is taking advantage of the wonderful outdoors space to ensure social distanced in person programs are possible for all ages. Visit the library's calendar at www.ryelibrary.org/calendar to see what's going on.

Special thanks to the Teen Advisory Group for creating kindness boxes! These messages of positivity and hope will be shared out beginning May 1. The idea came about as a way to increase community connections during a time of isolation.



Notable Activities

Saturday, May 1 at 5 pm : Classical Music on the Green

Violinist Dr. Soo Yeon Kim and Flautist Dr. Caroline Sonett-Assor will present a Korean folk tale through musical selections of Bach, Mozart, Prokofiev, and others. Suitable for all ages.

Trustee Action: Share, register, and attend.

Tuesday, May 4 at 10 am : Robert the Guitar Guy

Families with young children can the guitar stylings of Robert Markowitz outside on the Green, or on Facebook live in case of inclement weather.

Trustee Action: Share with parents of 18+ months

Tuesday, May 11 at 4 pm : Battle of the Books Interest Meeting

Battle of the Books General Interest meetings for Grades 4-7 and 8 to 12.

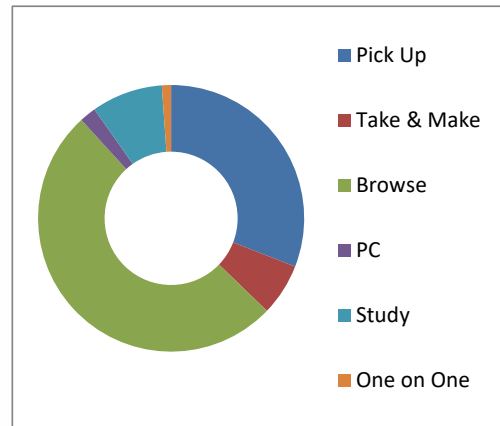
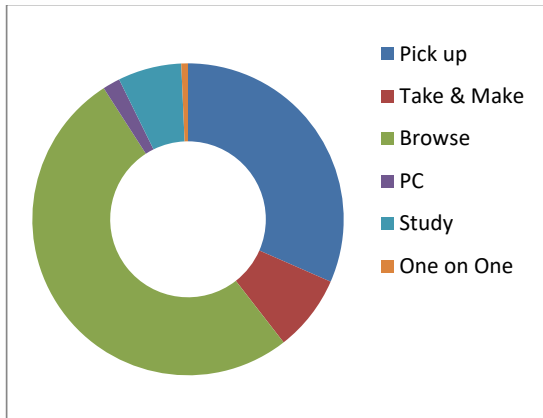
Trustee Action: Share with families and students

Thursday, May 20 at 6 pm

Examine the history of wedding food traditions, such as the groom cake and more with food historian Sarah Wassbergh Johnson.

Trustee Action: Share, register, and attend.

March Trustee Dashboard



February

Pick up	454
Take & Make	114
Browse	740
PC	26
Study	95
One on One	10

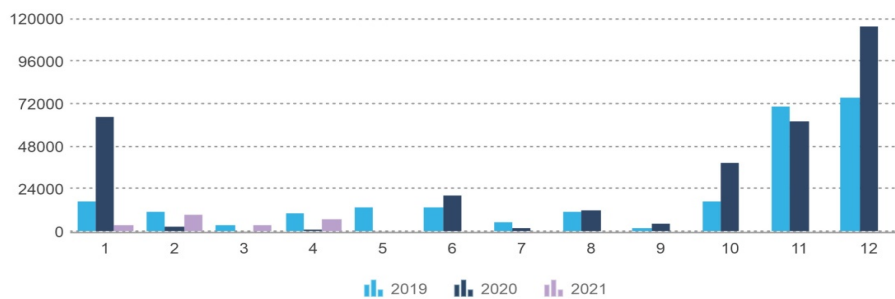
March

Pick Up	553
Take & Make	113
Browse	913
PC	36
Study	155
One on One	20

DONATION HISTORY CYCLE

Past 3 Years

10:21 AM



	March 2020	March 2021
New Donors YTD	0	1
Gifts \$500+	0	1