

**Tuesday, January 24, 2024**  
**7:30 pm Board of Trustees Monthly Meeting**  
**Meeting Room**

**Agenda**

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
  - a. Approve December 19, 2023 meeting minutes (Attachment)
4. President's Report
  - a. Trustee Handbook (Handout)
  - b. Trustee Education (Attachment)
5. Information Items
  - a. Staff Reports (Attachments)
    - i. Director's Report
      1. 2023 Year End Statistics Summary (Attachment)
    - ii. Adult Report
    - iii. Teen Report
    - iv. Children's Report
  - b. Auxiliary Board
    - i. New Members (Attachment, VOTE)
6. Board Discussion
  - a. Annual Campaign
  - b. Finance Committee
    - i. Accept the December 2023 financials (Attachment, VOTE)
    - ii. Capital Projects Transfer (Attachment, VOTE)
  - c. Building Committee
    - i. Discovery Area (Attachment, Vote)
  - d. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates:           Annual Meeting – Thursday, February 15 – 7:00 pm  
                                          Tuesday, March 19 – 7:30 pm

## **Minutes of the December 19 2023 RFRR Board Meeting**

In attendance: Kirstin Bucci, Lina Eroh, Katie Vernace, Kathleen Riegelhaupt, Matt Anderson, Nicole Cunningham, Jennifer McArdle, Jill MacVicar, Elizabeth Parks, Maria Seiler, Jaclyn Shanahan, Georgia Dyer.

Staff : Chris Shoemaker, Catherine Riedel

Kirstin Bucci called the meeting to order at 7:37. No one from the public was in attendance.

### Consent Agenda

The Consent Agenda included the minutes from the July and November board meetings, the financials for July, August, September, and October, policy updates for the notary services, the children's room, the teen room, the discovery zone, and the cardholder and borrowing policy, use of auxiliary board funds, donor restrictions on a gift, and the 2022 Form 990. Jaclyn Shanahan moved to approve the consent agenda. Matt Anderson seconded. All approved.

### President's Report

Kirstin gave an update on the trustee education requirement, and asked all trustees to send in their attendance reports. Chris can provide additional recommendations for webinars if necessary.

Jennifer McArdle moved to approve the 2024 Board Meeting schedule. Elizabeth Parks seconded, and all approved.

Georgia Dyer moved to approve the Mayor's Award recipient. Nicole Cunningham seconded, and all approved. There was discussion about outreach to schools and the local paper to increase the audience size.

### Staff Reports

Chris and Catherine presented the staff reports. Chris discussed his work with the RW250 steering committee, and new signage in the library to assist patron navigation. Catherine gave an update on the holiday open house, which was a great success, with live music, family crafts, and more.

Jennifer moved to approve the 2024 Closing schedule. Matt seconded, and all approved.

#### Auxiliary Board

Georgia noted that the Auxiliary Board bylaws have been updated, to reflect the increase in scheduled meetings, and to require all new members to the Auxiliary Board be members of the library. Nicole moved to approve the updated bylaws, and Lina Eroh seconded. All approved.

#### Annual Campaign

Jaclyn provided an update on the annual campaign – as of December 19, the campaign has 249,000 against a goal of \$245,000! There are 299 donors, with the aspiration goal of 1,400 members by next year. That compares to 289 donors and a total of \$231,000 compared to the 2022 campaign on 12/19/2022.

#### Finance Committee

Katie provided an update on the endowment performance. Thanks to an end of year rally, the endowment is up, and will allow the budgeted draw of \$105,000, or 5% of the previous year end balance. The finance committee will be undertaking a review of different investment options.

Katie presented the November financials. The library's operations are in good health. Heating costs are continuing to run ahead of budget, despite a 30% increase for 2023. Salaries are ahead of budget, as there were 3 pay periods in November. Medical insurance is lower than expected, as two payments were made in October, and none in November, also due to a timing issue. Nicole moved to accept the November financials, and Jaclyn seconded. All approved.

Katie reviewed the updated financial policies manual, which has been revised through the work of the committee and Stacy Lavelle, the library business manager. The update includes a new borrowing policy, identifies the designated signatories for library accounts, and updates the disbursement policy for invoices over \$10,000.

Kathleen Riegelhaupt moved that the board approve the financial policies manual. Nicole seconded, and all approved.

#### Nominating Committee

Kirstin introduced the slate of officers for 2024. Matt moved to approve the slate, Nicole seconded, and all approved.

---

Kirstin introduced the slate of trustees for the Class of 2027. Maria moved to approve the slate, Matt seconded, and all approved.

#### Mission Moments

There was discussion about creating posts for each mission moment for trustees to easily share out information to their networks.

Maria moved to adjourn the December meeting. Nicole seconded, and all approved. The meeting adjourned

**Action: The Board approve the December 2023 meeting minutes**

## Trustee Education

### Pre-recorded Education Opportunities for 2023

- Pre-recorded webinars from New York State available at the link below.
  - <https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- Pre-recorded videos from Trustee Handbook Club discussion series from the Mid Hudson Library System:
  - [https://youtube.com/playlist?list=PLd\\_RtTwqkH2bNgVlcb1pWaTSa7dZRfPbJ&feature=shared](https://youtube.com/playlist?list=PLd_RtTwqkH2bNgVlcb1pWaTSa7dZRfPbJ&feature=shared)

### Upcoming Education Opportunities – Attend Live, In Real Time, or Register to Receive the Recording for 2024

- Trustee Handbook 2023 – What’s new in the updated edition  
March 19, 2024 – 5 to 6:30 pm  
Online  
<https://midhudson.org/events/trustee-handbook-book-club-whats-new-in-the-2023-edition-of-the-trustee-handbook/>
- Libraries for the Future – An introduction to sustainability  
June 18, 2024 – 5 to 6:30 pm  
<https://midhudson.org/events/trustee-handbook-book-club-libraries-for-the-future-an-introduction-to-sustainability-as-the-newest-core-value/>

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Reviewed department budgets with business manager and assistant director
- Strategic Planning
  - Conducted outreach to high school for partnership opportunities
  - Discussed partnerships with the Wainwright House for family outreach program

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Continued sending thank you to new and increased donors for Annual Campaign donations
- Community Relations
  - Served as a judge for the Rye High School distracted driving poster contest and hosted exhibition of the work in the teen room
- Fundraising
  - Discussed Novel Night journal and Vehicle Fair fundraising strategies with Auxiliary Board members

### BUILDING & GROUNDS:

- With building committee, discussed landscaping next steps
- With children's committee, reviewed Discovery space proposals
- With building manager, filed for final inspection on roof railing and lower level renovations

### STAFF & PERSONNEL

- Hosted staff training on organizing strategies and workspace cleanliness and staff holiday party.

## 4<sup>th</sup> Quarter Statistics

Circulation finished off the year strong, with a 19% increase in the 4<sup>th</sup> quarter over last year, and an 11% increase overall. Total circulation was 140,032 compared to 126,376 in 2022. While children's nonfiction, music, and movies were all down for the year, circulation was up in all other departments. Express collections were up 58%, at 1,927 compared to 1,220 in 2022. This reflects the library's ongoing commitment to having multiple copies of high demand titles. Digital circulation also grew from 34,452 to 41,830, a 21% increase.

New patron registration was down for 2023, from 971 in 2022 to 838 in 2023. Fewer digital users signed up for accounts, down from 323 to 288. One element of the strategic plan is to increase partnerships with the schools, and the high school now includes the library card applications as part of their orientation packet for new families. This should help boost the teen registration, which declined 58% from 78 to 33.

Librarians answered more questions in 2023 than 2022, including one long reference interview that went from how to improve my garden to how to dry my own flowers to how to start a dried flower business. 42,757 questions were answered, up 5% from 2022.

Programs offered and program attendance decreased by 2% and 4% on the whole, but that decrease is driven largely by the loss of adult programs, such as canasta and mah jongg. Children's services saw an uptick of 7% in programs offered and 4% in attendance, with 564 programs welcoming 22,123 attendees.

Doorcount was lower by 13% from 175,293 to 152,512.

Computer usage was down from 3,716 to 3,052, while laptop use grew to 1,059 against last year's 368. Wifi usage grew from 8,300 in 2022 to 12,552 in 2023, a 51% increase,

8,030 new items were added to the collection, down 9% from 2022. That decrease is largely linked to the slowed pace of flood replacement items for the children's department, which decreased 39% overall, from 4,419 in 2022 to 2,701 in 2023. Adult collections increased by 20%, from 4,423 in 2022 to 5,329 in 2023. 1,352 digital titles were added in 2023, compared to 1,000 in 2022.

Rye Free Reading Room Statistical Summary  
Lending Services

	Oct 22	Nov 22	Dec 22	Oct 23	Nov 23	Dec 23	Q4 22	Q4 23	Q4 change	YE 22	YTD 23	YTD change
<b>Circulation to Patrons</b>												
RFRR - Total	10055	10393	9496	12243	12159	11329	29,944	35,731	19%	126,376	140,032	11%
<i>Adult - All Categories</i>	6552	6372	6618	8059	7817	7833	19,542	23,709	21%	82,730	93,777	13%
Fiction	2238	1962	2071	2346	2292	2195	6,271	6,833	9%	27,027	29,218	8%
Non-Fiction	827	851	812	826	830	863	2,490	2,519	1%	10,786	11,327	5%
Express (Book + AV)	164	169	173	240	231	197	506	668	32%	1,220	1,927	58%
E-Media	2701	2640	2740	3993	3710	3922	8,081	11,625	44%	34,452	41,830	21%
Movie	454	591	665	525	593	530	1,710	1,648	-4%	7,013	7,030	0%
Music	72	48	49	43	71	34	169	148	-12%	880	888	1%
Other	96	111	108	86	90	92	315	268	-15%	1,352	1,557	15%
<i>Children's - All Categories</i>	3503	4021	2878	4184	4342	3496	10,402	12,022	16%	43,646	46,255	6%
Fiction	2883	3075	2217	3380	3478	2787	8,175	9,645	18%	34,731	36,370	5%
Non-Fiction	450	633	426	514	544	373	1,509	1,431	-5%	6,843	6,652	-3%
Movie	36	95	58	54	81	95	189	230	22%	599	587	-2%
Music	1	0	0	1	1	1	1	3	200%	13	7	-46%
Other	133	218	177	235	238	240	528	713	35%	1,460	2,639	81%
ROS	178	178	215	257	283	307	571	847	48%	2,644	2,916	10%
<b>ILL to Other WLS Libraries</b>												
RFRR	991	758	842	1196	1149	1086	2,591	3,431	32%	11,090	12,689	14%
ROS	25	20	10	15	29	32	55	76	38%	336	261	-22%
<b>New Patron Registration</b>												
RFRR	91	51	43	65	57	44	185	166	-10%	971	838	-14%
<i>Adult</i>	60	37	30	46	39	35	127	120	-6%	632	586	-7%
<i>Teen</i>	7	3	3	1	2	0	13	3	-77%	78	33	-58%
<i>Children</i>	24	11	10	18	16	9	45	43	-4%	261	219	-16%
<i>Digital</i>	37	23	29	25	25	27	89	77	-13%	323	288	-11%
ROS	0	4	7	6	2	4	11	12	9%	41	32	-22%
<b>Reference Services</b>												
<b>Questions Answered</b>												
RFRR	3135	2738	3333	3317	3500	3535	9,206	10,352	12%	40,807	42,757	5%
<i>Adult</i>	2209	2133	2618	2667	2632	2585	6,960	7,884	13%	28,367	30,402	7%
<i>Children</i>	926	605	715	650	868	950	2,246	2,468	10%	12,440	12,355	-1%
ROS	54	54	90	149	139	144	198	432	118%	979	1,243	27%
<b>Programs &amp; Events (RFRR Only)</b>												
<b>Programs &amp; Program Attendance</b>												
<i>Programs</i>	107	119	103	99	100	83	329	282	-14%	1,213	1,186	-2%
Adult	32	26	28	26	29	14	86	69	-20%	386	280	-27%
Teen	23	31	23	26	27	19	77	72	-6%	298	342	15%
Children	52	62	52	47	44	50	166	141	-15%	529	564	7%
<i>Attendance</i>	2556	2569	2448	2578	2186	2060	7,573	6,824	-10%	28,869	27,708	-4%
Adult Programs	424	306	294	293	263	177	1,024	733	-28%	4,135	3,048	-26%
Teen Programs	273	206	189	279	167	119	668	565	-15%	3,368	2,537	-25%
Children's Programs	1859	2057	1965	2006	1756	1764	5,881	5,526	-6%	21,366	22,123	4%
<b>Library Visits (Doorcount; RFRR Only)</b>												
<b>Doorcount</b>												
RFRR	15548	11939	14271	13279	14037	12398	41,758	39,714	-5%	175,293	152,512	-13%
<b>Electronic Services (RFRR Only)</b>												
<b>Computer Sessions</b>												
Use of Public PCs	311	292	282	163	174	119	885	456	-48%	3,716	3,052	-18%
Adult PCs	297	250	229	-	-	-	776	0	-100%	3,348	1,993	-40%
Laptops	14	42	53	163	174	119	109	456	318%	368	1,059	188%
<b>Website Use</b>												
Sessions (Visits)	4403	3907	3785	4783	4500	4254	12,095	13,537	12%	54,144	57,036	5%
Users	3159	2837	2698	4676	4223	3777	8,694	12,676	46%	37,488	42,018	12%
Pageviews	7568	5921	6019	7495	6846	6205	19,508	20,546	5%	89,691	87,747	-2%
<b>Wifi Usage</b>												
Sessions	1346	337	482	1443	1494	1287	2,165	4,224	95%	8,300	12,552	51%
<b>Technical Services</b>												
<b>Items Added</b>												
RFRR	736	761	726	887	523	690	2,223	2,100	-6%	8,842	8,030	-9%
<i>Adult</i>	462	391	367	638	410	505	1,220	1,553	27%	4,423	5,329	20%
Fiction	225	192	125	410	200	150	542	760	40%	2,489	3,020	21%
Non-Fiction	23	20	44	28	29	24	87	81	-7%	345	394	14%
eBooks	136	131	131	100	132	276	398	508	28%	1,000	1,352	35%
Express (Book + AV)	47	27	33	56	13	14	107	83	-22%	216	195	-10%
Movie	29	19	25	32	22	28	73	82	12%	245	269	10%
Music	0	0	0	0	0	0	0	0	#DIV/0!	2	0	-100%
Other	2	2	9	12	14	13	13	39	200%	126	99	-21%
<i>Children's</i>	274	370	359	249	113	185	1,003	547	-45%	4,419	2,701	-39%
Fiction	136	213	205	151	98	94	554	343	-38%	2,673	1,940	-27%
Non-Fiction	61	140	151	25	14	20	352	59	-83%	1,648	600	-64%
Movie	0	0	2	0	0	0	2	0	-100%	3	0	-100%
Music	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0%
Other	77	17	1	73	1	71	95	145	53%	95	161	69%
ROS	6	35	22	7	42	19	63	68	8%	252	239	-5%



## **Adult Services**

### PROGRAMMING:

- Read in Rye: Florence Kraut - Street Corner Dreams

### COMMUNITY OUTREACH:

#### **Strategic Priority 1: Independent Reading Services**

##### Book Displays

- RFRR Off The Shelf Book Picks, Winter Reads, Healthy Body, Mind, and Spirit

##### Programs

- Read in Rye: Florence Kraut - Street Corner Dreams

#### **Strategic Priority 4: Community Interest Advancement:**

- Provided meeting/program space for:
  - Rye Sustainability Committee, Rye Youth Council Parent Support Groups, RHS Freshman Parent Meeting
- Outside Book Clubs
  - Bookworms, Coveleigh, Crossroads, pRYEde, Rye Recreation Seniors, Rye Woman's Club, Rye YMCA Booked at the Y
- Space Bookings
  - Local History Room – 105
  - Left Study Room – 88
  - Right Study Room - 100

## Teen Services

### PROGRAMMING AND DISPLAYS:

- Braille and Barbie programs were well attended, and showcased how the teen space can be used by multiple audiences at once.
- Motorsports Club is a new program offering beginning this year
- A multi-generational program is planned for the upcoming eclipse in April

### Strategic Goals - #1 Independent Reading

- “Light Reads” is a new feature, for teens looking for less heavy material, with decorative lights to draw attention.
- Themed book talk library visits are in the works with Rye Country Day Upper School, Rye High School, and Rye Middle School

### Strategic Goals - #4 Community Interest Advancement

- Programming survey information is being evaluated for last year, and will guide future program ideas

### Materials

- Board games have a new home next to the fire place
- Pre-orders for the next 6 months are completed for upcoming manga and graphic novel series

## Children's Services

### Community Interest Advancement

- Crafty Kids has split into 2 separate sessions. Wednesdays is now for K-2nd graders and Thursday afternoons we have a new preschool age crafty kids. We hope that by splitting the age groups we can welcome more total children, and also target the audience for more age appropriate crafts so the younger kids can do simple things and the older kids do not get bored.
- Our story programs continue for all of our youngest patrons. Tales for Tots on Monday, Robert the Guitar Guy on Tuesday mornings, Deborah's Tunes for Tots on Tuesday afternoons, Wiggle Giggle on Wednesdays, Bilingual Music on Thursdays, and Creative Movement Storytime on Fridays. All are well attended. The new preschool storytime on Thursday afternoons has had a slow start. The largest session had 7 children and the smallest was 2. We will see how the numbers continue.

### Independent Reading and Reading Drop-off Prevention

- The Mock Newbery Book Group continues to meet with a small group of kids.
- Our Off The Shelf book picks need a new home, as they no longer seem to circulate.

### Outreach

- The book tasting event was a success. Many children from Milton school attended and got some suggestions to read for their readathon.
- We just got in a small collection of winter themed books that we will be sending over to Rye Rec for their new play area.



---

## **Auxiliary Board New Members**

At the January 10, 2024 meeting, the Auxiliary Board approved the following new members:

Neena Ballard, Erica Bienashski, Ani Oliver, Carson Palmer, Olivia Pemberton, Nancy Petrera, Sophie Sanford, Meredith Slater

**Action : The Board approve the Auxiliary Board members**

## December Financials

December reflects a positive position for operating income. In addition to the Annual Campaign and the Endowment transfer, Misc Income is up, primarily the result of resolving journal entries

For operating expenses, library materials was close to budget. Due to the publishing change, e-audiobooks are reflected in the av materials budget, which is why it is higher.

Library operations was over budget due to the automated systems fees - that was the result of older invoices from our security company, a greater than expected increase in the fundraising software renewal fee, and a timing issue for the renewal of our online calendar platform.

While light costs were lower than budget, heating costs were higher. There were also had a number of system repairs that impacted the contracted maintenance costs.

For personnel, salaries, retirement, and healthcare came in under budget.

While the year-end actual shows a loss of \$87,000, that reflects the \$129,000 transfer to capital funds. With that factored out, the library ended the year with a net income of \$41,000 in operating funds.

**Action : The Board accept the December 2023 financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 12 Month Ending December 31, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000
Annual Campaign	\$ 64,832	\$ 306,618	\$ 245,000	\$ 245,000
Miscellaneous Income	\$ 11,248	\$ 40,049	\$ 35,000	\$ 35,000
Osborn Branch Library	\$ 11,977	\$ 44,277	\$ 56,232	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ 65,000	\$ 65,000
Endowment Transfer	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
	<u>\$ 193,057</u>	<u>\$ 1,855,944</u>	<u>\$ 1,866,232</u>	<u>\$ 1,866,232</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 6,641	\$ 78,429	\$ 88,885	\$ 88,885
Audio Visual	\$ 14,087	\$ 38,225	\$ 25,940	\$ 25,940
Periodicals	\$ 1,248	\$ 12,466	\$ 12,900	\$ 12,900
Programs	\$ 1,381	\$ 15,188	\$ 12,500	\$ 12,500
Ebooks/ Binding	\$ 7,580	\$ 34,581	\$ 41,000	\$ 41,000
	<u>\$ 30,937</u>	<u>\$ 178,889</u>	<u>\$ 181,225</u>	<u>\$ 181,225</u>
<b>Library Operations</b>				
Supplies	\$ 2,206	\$ 17,523	\$ 14,000	\$ 14,000
Equipment & Systems - New	\$ -	\$ 1,021	\$ 4,500	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 5,000	\$ 5,000
Automated Systems	\$ 3,622	\$ 87,051	\$ 70,695	\$ 70,695
Telephone	\$ 312	\$ 6,126	\$ 5,000	\$ 5,000
Postage	\$ 1,886	\$ 9,387	\$ 9,000	\$ 9,000
Printing & Publicity	\$ 4,063	\$ 30,535	\$ 36,000	\$ 36,000
Auditing	\$ 2,209	\$ 21,064	\$ 20,500	\$ 20,500
Legal Services	\$ -	\$ -	\$ 2,000	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,582	\$ 20,212	\$ 7,800	\$ 7,800
	<u>\$ 15,880</u>	<u>\$ 192,919</u>	<u>\$ 174,495</u>	<u>\$ 174,495</u>
<b>Building Operations</b>				
Heat	\$ -	\$ 19,113	\$ 16,800	\$ 16,800
Light & Power	\$ 1,756	\$ 28,959	\$ 34,500	\$ 34,500
Water & Sewer	\$ 268	\$ 8,369	\$ 8,000	\$ 8,000
Fixtures, Furnishings & Equipment	\$ -	\$ 2,984	\$ 5,000	\$ 5,000
Building Supplies	\$ 1,585	\$ 11,705	\$ 12,000	\$ 12,000
Contracted Services	\$ 4,542	\$ 84,444	\$ 61,560	\$ 61,560
Repairs & Maintenance	\$ 475	\$ 18,585	\$ 18,000	\$ 18,000
Insurance	\$ -	\$ 32,692	\$ 32,500	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 8,626</u>	<u>\$ 335,851</u>	<u>\$ 188,360</u>	<u>\$ 188,360</u>
<b>Personnel</b>				
Salaries	\$ 79,714	\$ 978,338	\$ 1,015,292	\$ 1,015,292
Social Security	\$ 5,862	\$ 71,856	\$ 77,670	\$ 77,670
Retirement	\$ 80,198	\$ 80,198	\$ 109,394	\$ 109,394
Medical Insurance	\$ 12,349	\$ 75,895	\$ 91,904	\$ 91,904
Other Insurance	\$ 8,521	\$ 18,015	\$ 16,000	\$ 16,000
Payroll Services	\$ 640	\$ 8,241	\$ 7,000	\$ 7,000
Staff Development	\$ (189)	\$ 3,506	\$ 3,000	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 187,095</u>	<u>\$ 1,236,048</u>	<u>\$ 1,320,260</u>	<u>\$ 1,320,260</u>
<b>Total Income</b>	<u>\$ 193,057</u>	<u>\$ 1,855,944</u>	<u>\$ 1,866,232</u>	<u>\$ 1,866,232</u>
<b>Total Expense</b>	<u>\$ 242,538</u>	<u>\$ 1,943,707</u>	<u>\$ 1,864,340</u>	<u>\$ 1,864,340</u>
<b>Net Receipts (Expense)</b>	<u>\$ (49,481)</u>	<u>\$ (87,763)</u>	<u>\$ 1,892</u>	<u>\$ 1,892</u>

**Rye Free Reading Room  
Annual Campaign  
December 2023 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2021</i>	<i>2022</i>	<i>2023</i>
Donations received & deposited in	JAN	29,771	85,387	32,982
	FEB	9,764	5,531	1,446
	MAR	4,471	5,764	2,953
	APR	7,031	3,659	4,214
	MAY	3,077	5,989	2,689
	JUN	3,820	4,953	1,736
	JUL	2,850	811	9,500
	AUG	1,940	203	1,032
	SEP	37,884	16,977	16,056
	OCT	50,299	81,183	134,064
	NOV	88,772	67,548	35,114
	DEC	101,425	66,435	64,832
	<b>Total</b>	<b>341,104</b>	<b>344,440</b>	<b>306,618</b>

*Donations to Previous or Subsequent Annual Campaigns*

Donations to <i>prior</i> Annual Campaigns	24,193	85,287	30,883
Donations to the <i>subsequent</i> Annual Campaigns	0	0	0
<i>Sub-total</i>	<b>24,193</b>	<b>85,287</b>	<b>30,883</b>

Rye Free Reading Room  
Endowment Report  
December 2023

<b>Endowment Inflows/Outflows:</b>	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(14,636)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	(105,000)	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	53,480	57,746	63,379	59,271
Appreciation	117,063	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,160,398	2,109,492	2,388,851	2,188,828
Endowment Performance	7.39%	-7.44%	13.48%	2.25%
Return of S&P 500	26.29%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	5.53%	-13.01%	-1.54%	7.51%

<b>Silvercrest:</b>		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	-1%	(27,006)	29,727	12,815	114,631
Fixed Income	39%	760,448	775,964	884,363	647,426
Equities	60%	1,166,785	1,046,548	1,170,444	1,143,143
Gold	1%	19,117	16,964	17,096	26,754
Other	2%	30,573	46,723	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<b>1,949,918</b>	<b>1,915,926</b>	<b>2,155,900</b>	<b>1,964,764</b>

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	41,680	44,476	86,156
Flores		76,650	76,650	(2,311)	74,339
Balf		27,390	27,390	22,595	49,985
Silvercrest		745,086	745,086	1,204,832	1,949,918
		\$ 890,806	890,806	1,269,591	2,160,397



**Rye Free Reading Room- Combined Report**  
**For 12 Month Ending December 31, 2023**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,360,000	\$ -	\$ -	\$ 1,360,000
Annual Campaign	306,618	0	0	306,618
Contribution	-	178,447	0	178,447
Grants	-	230,823	0	230,823
Osborn Branch Library	44,277	0	0	44,277
Income from Invested and Equity	-	35,716	53,480	89,196
Miscellaneous	40,049	11,399	0	51,448
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-129,000	129,000	0	-
	<u>1,621,944</u>	<u>585,385</u>	<u>53,480</u>	<u>2,260,809</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	105,000	0	0	105,000
Appreciation/Depreciation		0	12,063	12,063
<b>Total Funds</b>	<b>1,726,944</b>	<b>585,385</b>	<b>65,542</b>	<b>2,377,871</b>
<b>Expense</b>				
<b>Library Materials</b>				
Books	78,429	35,447	0	113,876
Audio Visual	38,225	3,890	0	42,115
Periodicals	12,466	0	0	12,466
Programs	15,188	126,469	0	141,657
Online Resources	7,580	0	0	7,580
Miscellaneous	27,001	0	0	27,001
	<u>178,889</u>	<u>165,806</u>	<u>0</u>	<u>344,695</u>
<b>Library Operations</b>				
Supplies	17,523	-106	0	17,417
Equipment & Systems - New	1,021	0	0	1,021
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	87,051	45,632	0	132,683
Telephone	6,126	0	0	6,126
Postage	9,387	0	0	9,387
Printing & Publicity	30,535	148	0	30,683
Auditing	21,064	0	0	21,064
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	20,212	0	0	20,212
	<u>192,919</u>	<u>45,674</u>	<u>0</u>	<u>238,593</u>
<b>Building Operations</b>				
Heat	19,113	0	0	19,113
Light & Power	28,959	0	0	28,959
Water & Sewer	8,369	0	0	8,369
Fixtures, Furnishings & Equipment	2,984	74,337	0	77,321
Building Supplies	11,705	0	0	11,705
Contracted Services	84,444	210,838	0	295,282
Repairs & Maintenance	18,585	21,078	0	39,663
Insurance	32,692	0	0	32,692
Miscellaneous	0	2,160	14,636	16,796
	<u>206,851</u>	<u>308,413</u>	<u>14,636</u>	<u>529,900</u>
<b>Personnel</b>				
Salaries	978,338	0	0	978,338
Social Security	71,856	0	0	71,856
Retirement	80,198	0	0	80,198
Medical Insurance	75,895	0	0	75,895
Other Insurance	18,015	0	0	18,015
Payroll Services	8,241	0	0	8,241
Staff Development	3,506	0	0	3,506
Miscellaneous	0	0	0	-
	<u>1,236,048</u>	<u>0</u>	<u>0</u>	<u>1,236,048</u>
<b>Total Expense</b>	<b>1,814,707</b>	<b>519,893</b>	<b>14,636</b>	<b>2,349,237</b>
<b>Net Receipts/Expenses</b>	<b>-87,763</b>	<b>65,492</b>	<b>50,906</b>	<b>28,635</b>
<b>Prior Year Funds</b>	<b>374,367</b>	<b>592,522</b>	<b>2,109,492</b>	<b>3,076,381</b>
<b>Balance</b>	<b>286,604</b>	<b>658,014</b>	<b>2,160,398</b>	<b>3,105,015</b>

## Capital Projects Transfer

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

From the Financial Procedures:

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

In 2023, the board transferred \$129,000 to the Capital Projects fund.

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

## Children's Committee and Discovery Zone

Prior to the pandemic, there was a desire to update the children's room furniture, and the children's room committee was formed. The committee was paused during the pandemic, and then re-started after Hurricane Ida. Since Hurricane Ida, the committee reviewed the space planning and flood solution proposals, and selected Skolnick to conduct the work.

As Skolnick presented their proposal and completed the validation engineering, the findings revealed that both significant expansion and flood mitigation would require repairs to the seawall. The seawall work estimate was \$1.2 million as of May 2023, with a 2-year timeframe for the work. The library is pursuing a proposal from Millennium Strategies, which is the grant writing firm the City of Rye utilizes.

In light of that timeframe, the Board elected to adopt a temporary flooding solution, including purchasing floodgates, relocating the children's collection to the first floor, and creating the Discovery Area on the lower level. The current design preserves the collections, creates a quiet reading area, and provides space for active learning. The community has been receptive to the changes, while expressing a desire for additional improvements in the Discovery Zone.

Based on that feedback, the committee solicited two proposals, met with both designers, and reviewed supplemental information provided following the designers presentations.

The committee held a final review on January 18<sup>th</sup>. There was discussion about available funds. Potential funding sources include the \$183,000 in the library capital projects fund, as well as \$70,000 in income from Casino Night. The committee discussed the need to revisit the preferred design proposal and select flood resistant alternatives for the furniture and finishes. There was also discussion about the length of time the Discovery Room would be in the current location and the investment of funds.

The committee made a final recommendation that the Board approve up to \$100,000 in funds for Discovery Zone improvements, pending flood resistant design alternatives, and commit to the Discovery Zone remaining in its current position for five years.

**Action : The Board approves up to \$100,000 in funds for Discovery Zone improvements, pending flood resistant design alternatives, and commits to the Discovery Zone remaining in its current position for five years.**

---

## Mission Moments

It's not too late to become a library member! Membership support fills the library shelves and sustains the beloved building at the center of Rye. Your membership truly makes a difference in the lives of all Rye residents. Visit [www.ryelibrary.org/support](http://www.ryelibrary.org/support) to become a member today.

Join us at the library's Annual Meeting on Thursday, February 15<sup>th</sup>. In addition to library business, we will be recognizing our spelling bee winners, Emma Crozier and Calvin Holler, as well as Mayor's Award winner, the noted Harold Holzer. The meeting will be at 7 pm, and the author program will begin at 7:30. Light refreshments will be served afterward.

### Notable Activities

Read in Rye : Dave Wolffe – Sunday, February 4<sup>th</sup> at 2 pm.  
Come and hear Dave Wolffe read an excerpt from his book “After Here”, a short story about life and death - and a relationship that transcends both.

Teen Cooking : Cupcake Wars – Saturday, February 10<sup>th</sup> at 2 pm  
It's a delicious challenge as teens compete in teams to decorate cupcakes on a mystery theme. Register online!

Schenker Session : George Eliot's “Silas Marner” – Sunday, March 10<sup>th</sup> at 12:30 pm  
Retired Yale Professor Mark Schenker leads a literary exploration of George Eliot's “Silas Marner” and the world of Victorian literature.

Pies and Pages – Thursday, March 14<sup>th</sup> at 6:30 pm  
It's a delicious celebration of pastry and prose. Try out a taste of different pie samples from Noble Pies and get reading recommendations from the Rye Free Reading Room librarians. Register online!