

**January 28, 2025
Board of Trustees Meeting
Agenda**

1. Roll Call
2. Public Comment
3. Consent Items (VOTE)
 - a. Dec 2024 minutes (Attachment) pg. 2
 - b. Dec 2024 financials (Attachment) pg. 5
 - c. New Auxiliary Board Members (Attachment) p.10
4. President's Report
 - a. Trustee Education (Attachment) pg. 11
 - b. Trustee Dashboard (Attachment) pg. 13
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report pg. 14
 - a. 2024 year end stats Pg 15
 - ii. Adult Report pg. 17
 - iii. Teen Report pg. 18
 - iv. Children's Report pg. 19
6. Board Discussion
 - a. Development Committee
 - i. Membership (Attachment) pg. 20
 - b. Finance Committee
 - i. Budget advocacy (Attachment) pg. 21
 - ii. Capital Projects transfer (Attachment) pg. 23
 - c. Building and Grounds Committee
 - i. Seawall Update (Attachment) pg. 24
 - d. Strategic Planning (Attachment) pg.25
 - e. Mission Moments (Attachment) pg. 34
7. New Business
8. Executive Session

Next meeting dates: Thursday, February 13– 7:00 pm – Annual Meeting
 Tuesday, March 25 – 7:30 pm

Minutes of the December 17, 2024 RFRR Board Meeting

Trustees: Kirstin Bucci, Lina Eroh, Katie Vernace, Jan Kelsey, Kathleen Riegelhaupt, Matt Anderson, Jackie Cohen, Nicole Cunningham, Jennifer McArdle, Megan Monaghan, Emilie Reddoch, Diane Martin.

Kirstin Bucci called the meeting to order at 7:37. Four members of the public were present.

Consent Agenda

The consent agenda contained the minutes of the November 2024 board meeting and the November 2024 financial statement. Jen made a motion to accept the consent agenda. Jan seconded. All approved.

President's Report

Kirstin reminded the Trustees about the trustee education requirement. She presented a trustee dashboard which outlined trustee attendance, education, and giving.

Staff Reports

Director's Report

Chris reported that he had attended a WLS workshop about reimagining the reporting of library statistics. Mistletoe Magic had a very good turnout. Over 300 cocoa and crafts were handed out. The new building manager started work on December 1. Chris is working with the Rye Youth Council on developing empathic listening training for library staff, with an emphasis on directing people to appropriate resources rather than trying to provide the resources.

Adult Services

Catherine reported that the staff is getting ready for the Holiday Open House. There will be crafts for adults and children. The Pies and Pages program this month involved cookies. The Monday evening cookbook club had a cookie swap. Emoji bookmarks indicating staff book picks will be reinstated. Catherine will be taking a webinar in January about social engagement programs for seniors.

Teen Services

Catherine reported that there were 24 attendees for the gingerbread house lock-in. Sara is partnering with WLS on the teen resume writing workshop.

Children's Services

Catherine reported that the library cooperated with the Bird House on a Saturday storytime.

A new employee has been hired to work 3 afternoons a week in the Discovery Zone. There are lots of programs scheduled for the school break. A brochure describing them is in the library.

Auxiliary Board

Diane reported that the board had elected two new co-presidents: Meredythe Ryan and Bettina Scott Funk. Katie moved that the board approve the new Auxiliary Board co-presidents. Jan seconded. All approved.

Diane reported that co-chairs for 2025 casino night have been chosen. The Auxiliary Board also approved some new furniture for the children's and teen rooms.

Development

Lina reported that so far the Annual Campaign has reached \$306,000. The goal was \$250,000. There were 154 new donors. She reminded the trustees to support the library with a donation.

Buildings and Grounds

Chris reported that he, Lina, and Katie had a productive meeting with Shelley Mayer. Chris and Steve connected at Mistletoe Magic and Steve indicated he was waiting on some additional information from the City of Rye and the Rye YMCA.

Heritage

Jan reported that the 2025 Mayor's Award recipient will be Robin Jovanovich for her work with the Rye Record since 1997. Nicole moved to approve the selection of Robin Jovanovich as the Mayor's Award recipient. Matt seconded. All approved.

Strategic Planning

Nicole reported on the Community Needs Survey. The feedback was overwhelmingly positive. Children's programming was very popular. There was interest in more such programs and additional adult and intergenerational programming. It was determined that the survey was too long since a number of people started it but did not finish. The next survey will have fewer questions.

Mission Moments

Chris reported that a new writer's workshop will meet twice a month. The New Blue of Yale will be performing in January.

There being no further business, Kirstin called for a motion to adjourn. Kathleen so moved. Jan seconded. All approved. The meeting was adjourned at 8:13.

Action : The Board approve the December meeting minutes

December Financials

Income was strong across the board. The only change is that the endowment transfer was slightly lower, as one of the funds is underwater. Flores has been low over the last few years, so we could discuss making changes there. The committee will review the bequest to see what options we have.

With the capital projects transfer backed out of the Building operations line, all spending came in under budget.

Action : The Board accept the December financial statements

Rye Free Reading Room
Income and Expense Report
For 12 Months Ending December 31, 2024

	Current Month 2024	2024 YTD Actual	2024 YTD Budget	2024 Budget
Income				
City of Rye	\$ -	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000
Annual Campaign	\$ 87,511	\$ 335,695	\$ 250,000	\$ 250,000
Miscellaneous Income	\$ 2,009	\$ 32,398	\$ 35,000	\$ 35,000
Osborn Branch Library	\$ 4,276	\$ 52,162	\$ 51,317	\$ 51,317
Auxiliary Board Transfer	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Endowment Transfer	\$ 101,387	\$ 101,387	\$ 105,000	\$ 105,000
	<u>\$ 265,183</u>	<u>\$ 1,976,642</u>	<u>\$ 1,896,317</u>	<u>\$ 1,896,317</u>
Expense				
Library Materials				
Books	\$ 2,669	\$ 77,153	\$ 88,885	\$ 88,885
Audio Visual	\$ 2,574	\$ 41,019	\$ 25,940	\$ 25,940
Periodicals	\$ 609	\$ 15,206	\$ 12,900	\$ 12,900
Programs	\$ 1,355	\$ 11,229	\$ 13,500	\$ 13,500
Ebooks/ Binding	\$ 1,640	\$ 31,842	\$ 41,000	\$ 41,000
	<u>\$ 8,847</u>	<u>\$ 176,449</u>	<u>\$ 182,225</u>	<u>\$ 182,225</u>
Library Operations				
Supplies	\$ 1,271	\$ 14,842	\$ 15,000	\$ 15,000
Equipment & Systems - New		\$ -	\$ 4,500	\$ 4,500
Equipment & Systems - Maintenance		\$ -	\$ 5,000	\$ 5,000
Automated Systems	\$ 294	\$ 84,679	\$ 81,250	\$ 81,250
Telephone	\$ 452	\$ 6,574	\$ 6,600	\$ 6,600
Postage	\$ 866	\$ 7,628	\$ 9,000	\$ 9,000
Printing & Publicity	\$ 1,832	\$ 27,711	\$ 32,000	\$ 32,000
Auditing	\$ -	\$ 22,117	\$ 22,500	\$ 22,500
Legal Services	\$ 682	\$ 682	\$ 2,000	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 2,341	\$ 14,440	\$ 7,800	\$ 7,800
	<u>\$ 7,738</u>	<u>\$ 178,673</u>	<u>\$ 185,650</u>	<u>\$ 185,650</u>
Building Operations				
Heat	\$ -	\$ 17,905	\$ 20,000	\$ 20,000
Light & Power	\$ 4,570	\$ 27,342	\$ 34,500	\$ 34,500
Water & Sewer	\$ 246	\$ 8,585	\$ 9,000	\$ 9,000
Fixtures, Furnishings & Equipment	\$ -	\$ 5,888	\$ 5,000	\$ 5,000
Building Supplies	\$ 770	\$ 12,093	\$ 12,000	\$ 12,000
Contracted Services	\$ 7,265	\$ 62,778	\$ 71,700	\$ 71,700
Repairs & Maintenance	\$ -	\$ 8,961	\$ 18,000	\$ 18,000
Insurance	\$ -	\$ 36,313	\$ 34,376	\$ 34,376
Capital Projects Fund Transfer	\$ -	\$ 29,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 12,851</u>	<u>\$ 208,865</u>	<u>\$ 204,576</u>	<u>\$ 204,576</u>
Personnel				
Salaries	\$ 81,471	\$ 1,025,106	\$ 1,032,304	\$ 1,032,304
Social Security	\$ 6,002	\$ 75,140	\$ 78,971	\$ 78,971
Retirement	\$ 103,148	\$ 103,148	\$ 104,394	\$ 104,394
Medical Insurance	\$ 9,721	\$ 80,384	\$ 81,823	\$ 81,823
Other Insurance	\$ 8,643	\$ 12,631	\$ 16,000	\$ 16,000
Payroll Services	\$ 691	\$ 8,992	\$ 7,000	\$ 7,000
Staff Development	\$ 672	\$ 5,029	\$ 3,000	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 210,348</u>	<u>\$ 1,310,429</u>	<u>\$ 1,323,492</u>	<u>\$ 1,323,492</u>
Total Income	<u>\$ 265,183</u>	<u>\$ 1,976,642</u>	<u>\$ 1,896,317</u>	<u>\$ 1,896,317</u>
Total Expense	<u>\$ 239,783</u>	<u>\$ 1,874,416</u>	<u>\$ 1,895,943</u>	<u>\$ 1,895,943</u>
Net Receipts (Expense)	<u>\$ 25,399</u>	<u>\$ 102,226</u>	<u>\$ 374</u>	<u>\$ 374</u>

**Rye Free Reading Room
Annual Campaign
December 2024 YTD**

<i>Donations to the Current Annual Campaign</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>
Donations received & deposited in	JAN 85,387	32,982	3,137
	FEB 5,531	1,446	1,255
	MAR 5,764	2,953	6,143
	APR 3,659	4,214	15,077
	MAY 5,989	2,689	3,311
	JUN 4,953	1,736	7,783
	JUL 811	9,500	69,110
	AUG 203	1,032	10,330
	SEP 16,977	16,056	9,775
	OCT 81,183	134,064	32,760
	NOV 67,548	35,114	76,764
	DEC 66,435	64,832	87,511
Total	344,440	306,618	322,956
Donations to <i>Previous or Subsequent</i> Annual Campaigns			
Donations to <i>prior</i> Annual Campaigns	85,287	30,883	12,738
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	85,287	30,883	12,738

Rye Free Reading Room
Endowment Report
December 2024

Endowment Inflows/Outflows:	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,160,398	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(15,538)	(14,636)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	(101,387)	(105,000)	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	60,868	53,480	57,746	63,379	59,271
Appreciation	116,785	117,063	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,221,126	2,160,398	2,109,492	2,388,851	2,188,828
Endowment Performance	7.50%	7.39%	-7.44%	13.48%	2.25%
Return of S&P 500	25.02%	26.29%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	1.25%	5.53%	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2024	YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	6%	111,218	(27,006)	29,727	12,815	114,631
Fixed Income	34%	669,740	760,448	775,964	884,363	647,426
Equities	58%	1,157,022	1,166,785	1,046,548	1,170,444	1,143,143
Gold	1%	24,213	19,117	16,964	17,096	26,754
Other	2%	31,358	30,573	46,723	71,182	32,810
Silvercrest Total	100%	1,993,552	1,949,918	1,915,926	2,155,900	1,964,764

Endowment Breakdown at:	YTD 2024	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	54,824	96,504
Flores		76,650	(1,307)	75,343
Balf		27,390	28,337	55,727
Silvercrest		745,086	1,248,466	1,993,552
		\$ 890,806	1,330,320	2,221,126

Rye Free Reading Room- Combined Report
For 12 Months Ending December 31, 2024

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,385,000	\$ -	\$ -	\$ 1,385,000
Annual Campaign	335,695	0	0	335,695
Contribution	-	299,263	0	299,263
Grants	-	0	0	-
Osborn Branch Library	52,162	0	0	52,162
Income from Invested and Equity	-	24,058	60,868	84,926
Miscellaneous	32,398	101,749	0	134,147
Transfer: Auxiliary to Operating	-	-70,000	0	(70,000)
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-29,000	29,000	0	-
	<u>1,776,255</u>	<u>384,070</u>	<u>60,868</u>	<u>2,221,193</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	101,387	0	0	101,387
Appreciation/Depreciation	-	0	12,063	12,063
Total Funds	<u>1,877,642</u>	<u>384,070</u>	<u>72,930</u>	<u>2,334,643</u>
Expense				
Library Materials				
Books	77,153	24,582	0	101,735
Audio Visual	41,019	0	0	41,019
Periodicals	15,206	0	0	15,206
Programs	11,229	122,847	0	134,076
Online Resources	1,640	0	0	1,640
Miscellaneous	30,202	0	0	30,202
	<u>176,449</u>	<u>147,429</u>	<u>0</u>	<u>323,878</u>
Library Operations				
Supplies	14,842	1,278	0	16,120
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	84,679	960	0	85,639
Telephone	6,574	0	0	6,574
Postage	7,628	0	0	7,628
Printing & Publicity	27,711	8,446	0	36,157
Auditing	22,117	0	0	22,117
Interest	0	0	0	-
Legal Services	682	0	0	682
Miscellaneous	14,440	6,647	0	21,087
	<u>178,673</u>	<u>17,331</u>	<u>0</u>	<u>196,004</u>
Building Operations				
Heat	17,905	0	0	17,905
Light & Power	27,342	0	0	27,342
Water & Sewer	8,585	0	0	8,585
Fixtures, Furnishings & Equipment	5,888	56,973	0	62,861
Building Supplies	12,093	5,636	0	17,729
Contracted Services	62,778	76,910	0	139,688
Repairs & Maintenance	8,961	0	0	8,961
Insurance	36,313	0	0	36,313
Miscellaneous	0	0	14,636	14,636
	<u>179,865</u>	<u>139,519</u>	<u>14,636</u>	<u>334,020</u>
Personnel				
Salaries	1,025,106	0	0	1,025,106
Social Security	75,140	0	0	75,140
Retirement	103,148	0	0	103,148
Medical Insurance	80,384	0	0	80,384
Other Insurance	12,631	0	0	12,631
Payroll Services	8,992	0	0	8,992
Staff Development	5,029	0	0	5,029
Miscellaneous	0	0	0	-
	<u>1,310,429</u>	<u>0</u>	<u>0</u>	<u>1,310,429</u>
Total Expense	<u>1,845,416</u>	<u>304,279</u>	<u>14,636</u>	<u>2,164,332</u>
Net Receipts/Expenses	32,226	79,791	58,294	170,311
Prior Year Funds	242,605	136,416	2,109,492	2,488,513
Balance	<u>274,831</u>	<u>216,207</u>	<u>2,167,786</u>	<u>2,658,823</u>

New Auxiliary Board Members

New Auxiliary Board members are nominated and seconded by members of the Auxiliary Board, and then approved in a regular meeting of the Auxiliary Board. The Board of Trustees also approves the new members of the Auxiliary Board.

The following 13 people are joining the Auxiliary Board

Melanie Burke
Katie Burns
Andrea Coe
Carly Doshi
Diossy Johnston
Caroline Keough
Meredith Lorito
Kassie Melnick
Hilary Nabhan Morrison
Amanda Palumbo
Katherine Travers
Stephanie Walker
Stephanie Zuckerbrod

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

Trustee Education

Trustees are required to complete an annual sexual harassment prevention training. You may credit any interactive sexual harassment prevention training course taken this year to fulfill this requirement. Contact Chris to self-attest, or submit a certificate of completion.

Please note this training does not count towards the 2 hour continuing education requirement.

NYC Sexual Harassment Prevention Training -
<https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page>

Upcoming opportunities for 2025

April 30, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Board Development: Recruitment, Orientation, Education and Evaluation | [REGISTER](#)

July 15, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club: Recruiting & Retaining Quality Staff | [REGISTER](#)

November 18, 2025, 5:00 PM-6:30 PM – Trustee Handbook Book Club – Next Level Trusteeship: Building an Effective and Impactful Board Culture | [REGISTER](#)

More information about each of the 2025 sessions will be available on the Trustee Handbook Book Club website at <https://midhudson.org/trusteebookclub/>. Archived recordings at <https://midhudson.org/trustee-handbook-book-club-archive/>.

Archived recordings that might be of particular interest include:

Governance Structure: The Role of Board Officers and Board Committees
https://www.youtube.com/watch?v=BfSN_rzqo_c

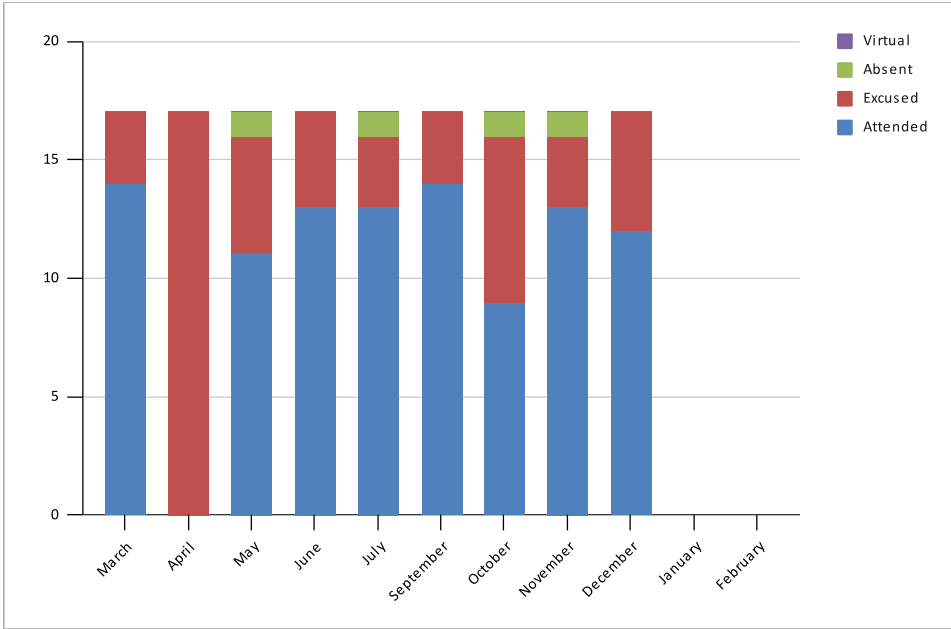
The Board-Director Relationship (Tuesday, April 18, 2023)
<https://www.youtube.com/watch?v=5wr0onOMAoo>

Strategic Planning | Tuesday, August 15, 2023)
https://www.youtube.com/watch?v=D1a_qAKhlkk

Pre-recorded Education Opportunities for 2025

- 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_RtTwqkH2bNgVIcb1pWaTSa7dZRfPbJ&feature=shared
- Pre-recorded videos from Trustee Handbook Club discussion series from WebJunction
 - <https://www.nysl.nysed.gov/libdev/webjunction/index.html>

Trustee Attendance



Trustee Attendance

	Attended	Excused	Absent	Virtual
March	14	3	0	0
April		17		
May	11	5	1	0
June	13	4	0	0
July	13	3	1	0
September	14	3	0	0
October	9	7	1	0
November	13	3	1	0
December	12	5	0	0
January				
February				

Trustee Committees

Executive

Kirstin Buccì (Chair), Lina Eroh, Katie Vernance, Jan Kelsey, Kathleen Riegelhaupt

Building

Emilie Reddoch (Chair), Jill Macvicar, Kathleen Riegelhaupt

Finance

Katie Vernance (Chair), Kathleen Riegelhaupt, Maria Seiler, Jaclyn Shanahan

Strategic Planning

Nicole Cunningham (Chair), Matt Anderson, Meghan Monaghan, Lizzie Parks, Kathleen Riegelhaupt

Development

Lina Eroh (Co-Chair), Jaclyn Shanahan (Co-Chair), Whitney Whipple

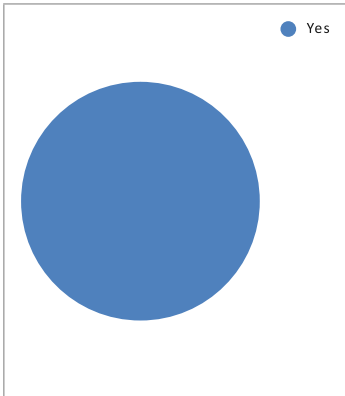
Nominating

Emilie Reddoch (Chair), Jackie Cohen, Meghan Monaghan

Policy

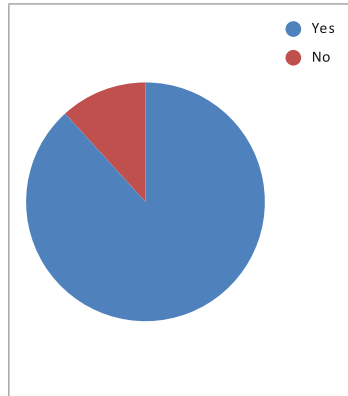
Shelley Huber (Chair)

Conflict of Interest



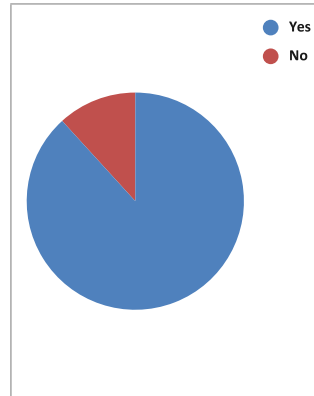
Yes 17
No 0

Trustee Education



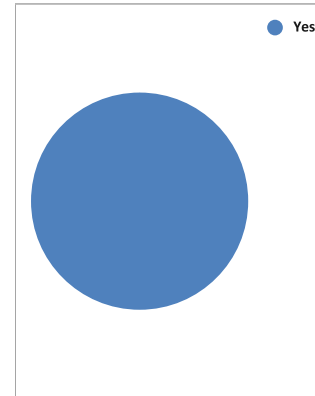
Yes 15
No 2

Trustee Giving



Yes 15
No 2

Sexual Harrassment



Yes 17
No 0

Director's Report

LIBRARY OPERATIONS:

- Budget
 - With the Finance and Audit Committee, prepared for the 2024 Audit
 - Reviewed banking options
- Strategic Planning
 - Completed strategic plan overview update
 - Reviewed WLS reporting resources

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Completed Annual Meeting invitation mailing
 - Completed donor thank you notes
- Community Relations
 - Attended Chamber of Commerce meeting
 - Reviewed newsletter format with Communications Officer
 - Participated as a judge in the Heads Up YMCA Poster contest
- Fundraising
 - With Auxiliary Board, started sponsorship strategy discussion

BUILDING & GROUNDS:

- Reviewed in progress building projects with building manager

STAFF & PERSONNEL

- With WLS, replaced three computers with laptops for increased outreach opportunities for staff.
- Reviewed 2025 department goals with Assistant Director

2024 Year End Statistics

2024 was a busy year for the library, with total circulation growing to 166,237 - a 19% increase over 2023. There was a 40% increase in digital items borrowed to 58,489. Children's material circulation increased as well, going up 19% to 55,121. There were 1,046 cards issued, a 25% increase.

Librarians answered 49,543 questions answered, a 16% increase from last year.

The library offered 1,114 programs, a slight decrease from last year, but still saw a 6% increase in the number of attendees, with 29,319 people attending programs.

Driven by the book sale and the Discovery Zone, there was an 8% increase in the library door count, with 164,694 visitors crossing the threshold.

61,426 users visited the library website, and the library provided 18,000 wifi sessions, which is a 43% increase over the previous year.

Book additions decreased slightly, both due to Baker and Taylor delays, and the increased expense of digital materials. 7,056 books were added, with 1,257 digital titles also joining the collections for the first time.

Rye Free Reading Room Statistical Summary
Lending Services

	Oct 23	Nov 23	Dec 23	Oct 24	Nov 24	Dec 24	Q4 23	Q4 24	Q4 change	YE 23	YTD 24	YTD change
Circulation to Patrons												
RFRR - Total	12243	12159	11329	13642	14171	13883	35,731	41,696	17%	140,032	166,237	19%
<i>Adult - All Categories</i>	8059	7817	7833	9188	9374	9958	23,709	28,520	20%	93,777	111,116	18%
Fiction	2346	2292	2195	2475	2414	2500	6,833	7,389	8%	29,218	30,307	4%
Non-Fiction	826	830	863	962	996	962	2,519	2,920	16%	11,327	11,337	0%
Express (Book + AV)	240	231	197	249	252	243	668	744	11%	1,927	2,359	22%
E-Media	3993	3710	3922	4879	5172	5563	11,625	15,614	34%	41,830	58,489	40%
Movie	525	593	530	481	414	557	1,648	1,452	-12%	7,030	6,129	-13%
Music	43	71	34	20	18	38	148	76	-49%	888	417	-53%
Other	86	90	92	122	108	95	268	325	21%	1,557	2,078	33%
<i>Children's - All Categories</i>	4184	4342	3496	4454	4797	3925	12,022	13,176	10%	46,255	55,121	19%
Fiction	3380	3478	2787	3592	3888	3165	9,645	10,645	10%	36,370	43,910	21%
Non-Fiction	514	544	373	658	688	537	1,431	1,883	32%	6,652	7,523	13%
Movie	54	81	95	21	21	33	230	75	-67%	587	532	-9%
Music	1	1	1	0	0	0	3	0	-100%	7	11	57%
Other	235	238	240	183	200	190	713	573	-20%	2,639	3,145	19%
ROS	257	283	307	286	313	316	847	915	8%	2,916	3,514	21%
ILL to Other WLS Libraries												
RFRR	1196	1149	1086	1186	1192	1072	3,431	3,450	1%	12,689	13,756	8%
ROS	15	29	32	18	25	23	76	66	-13%	261	277	6%
New Patron Registration												
RFRR	65	57	44	74	70	47	166	191	15%	838	1,046	25%
<i>Adult</i>	46	39	35	58	48	42	120	148	23%	586	730	25%
<i>Teen</i>	1	2	0	6	12	2	3	20	567%	33	55	67%
<i>Children</i>	18	16	9	10	10	3	43	23	-47%	219	261	19%
<i>Digital</i>	25	25	27	28	25	27	77	80	4%	288	370	28%
ROS	6	2	4	5	10	6	12	21	75%	32	72	125%
Reference Services												
Questions Answered												
RFRR	3317	3500	3535	4037	4094	3381	10,352	11,512	11%	42,757	49,543	16%
<i>Adult</i>	2667	2632	2585	3081	2749	2433	7,884	8,263	5%	30,402	35,551	17%
<i>Children</i>	650	868	950	956	1345	948	2,468	3,249	32%	12,355	13,992	13%
ROS	149	139	144	178	152	145	432	475	10%	1,243	1,985	60%
Programs & Events (RFRR Only)												
Programs & Program Attendance												
<i>Programs</i>	99	100	83	100	88	69	282	257	-9%	1,186	1,144	-4%
Adult	26	29	14	27	23	12	69	62	-10%	280	236	-16%
Teen	26	27	19	14	10	9	72	33	-54%	342	226	-34%
Children	47	44	50	59	55	48	141	162	15%	564	682	21%
<i>Attendance</i>	2578	2186	2060	2493	1970	2056	6,824	6,519	-4%	27,708	29,319	6%
Adult Programs	293	263	177	309	43	101	733	453	-38%	3,048	2,827	-7%
Teen Programs	279	167	119	363	224	144	565	731	29%	2,537	2,705	7%
Children's Programs	2006	1756	1764	1821	1703	1811	5,526	5,335	-3%	22,123	23,787	8%
Library Visits (Doorcount; RFRR Only)												
Doorcount												
RFRR	13279	14037	12398	14404	14224	12383	39,714	41,011	3%	152,512	164,694	8%
Electronic Services (RFRR Only)												
Computer Sessions												
Use of Public PCs	163	174	119	167	141	150	456	458	0%	3,052	1,863	-39%
Adult PCs	-	-	-	6	5	9	0	20	#DIV/0!	1,993	75	-96%
Laptops	163	174	119	161	136	141	456	438	-4%	1,059	1,788	69%
Website Use												
Sessions (Visits)	4783	4500	4254	4925	4910	4850	13,537	14,685	8%	57,036	61,426	8%
Users	4676	4223	3777	4810	4621	4326	12,676	13,757	9%	42,018	41,630	-1%
Pageviews	7495	6846	6205	7418	7241	9749	20,546	24,408	19%	87,747	97,510	11%
Wifi Usage												
Sessions	1443	1494	1287	1963	1820	1366	4,224	5,149	22%	12,552	18,006	43%
Technical Services												
Items Added												
RFRR	887	523	690	693	388	351	2,100	1,432	-32%	8,030	7,056	-12%
<i>Adult</i>	638	410	505	503	287	289	1,553	1,079	-31%	5,329	5,428	2%
Fiction	410	200	150	342	181	154	760	677	-11%	3,020	3,285	9%
Non-Fiction	28	29	24	40	14	39	81	93	15%	394	354	-10%
eBooks	100	132	276	60	60	57	508	177	-65%	1,352	1,257	-7%
Express (Book + AV)	56	13	14	27	17	8	83	52	-37%	195	227	16%
Movie	32	22	28	19	13	26	82	58	-29%	269	218	-19%
Music	0	0	0	0	0	0	0	0	#DIV/0!	0	0	#DIV/0!
Other	12	14	13	15	2	5	39	22	-44%	99	87	-12%
<i>Children's</i>	249	113	185	190	101	62	547	353	-35%	2,701	1,628	-40%
Fiction	151	98	94	178	47	43	343	268	-22%	1,940	1,158	-40%
Non-Fiction	25	14	20	12	54	19	59	85	44%	600	459	-24%
Movie	0	0	0	0	0	0	0	0	#DIV/0!	0	0	#DIV/0!
Music	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0%
Other	73	1	71	0	0	0	145	0	-100%	161	11	-93%
ROS	7	42	19	23	27	11	68	61	-10%	239	197	-18%

Adult Services

PROGRAMMING:

- Read in Rye: Defy : The Power of No by Dr. Sunita Sah
- Heard in Rye : Living Well Nourished Lives
- The New Blue of Yale Winter Tour - Performance by Yale's first all-women's a cappella group
- Adult Pop-Up Craft: Winter Wreaths

COMMUNITY OUTREACH

- **Strategic Priority 1: Independent Reading Services**
 - The Writers Room – quiet space for writing projects
 - Library Book Groups - Cookbook Book Club, Current Events Book Club, Rye Readers Book Group, Thursday Afternoon Book Club (hybrid), Friday Morning Virtual Book Club (virtual)
- **Strategic Priority 4: Community Interest Advancement**
- Clown Shoes: A Musical - Performed by Robert Markowitz (aka *Robert the Guitar Guy*)
- Provided meeting/program/rental space for: Girl Scouts of Rye, Osborn 1st Grade Movie Night, Rye Sustainability Committee, Rye Woods Condo Annual Meeting
- Outside Book Clubs
 - Bookworms, Crossroads, Rye Woman's Club, Rye YMCA Booked at the Y
 - Rye Recreation Seniors Book Club - Facilitated by RFRR librarians

SPACE BOOKINGS

- Local History Room – 37
- Left Study Room – 21
- Right Study Room - 34

ONE ON ONE APPOINTMENTS

- Notary Appointments – 5
- Technology Training - 6

Teen Services

PROGRAMMING AND DISPLAYS:

- The Historical Miniatures Games has shown to be a popular recurring event and we will continue to host them once a month going forward.
- International Snack Club continues to be popular
- Teen led programs have resumed with Motorsports Club, and D&D campaigns will be reopening soon to allow new members to join.
- Will it Waffle continues to bring in new teens to the room
- The upcoming lock-in for Laser Tag has 16 teens registered at this time, and has a lot of buzz being generated by the kids for it.

Strategic Goals - #1 Independent Reading

- New book shelves have arrived! The covers of the books get to be face out and have gotten more attention now they they are more easily browsed.
- Off the Shelf for 2025 will focus on balancing more graphic novels into the rotation as they seem to be borrowed at a higher rate.
- January's Book display is themed around books that have snow or winter themes and colors in their cover imagery. February will bring the return of "blind date with a book" that's been popular in years past.

Strategic Goals - #2 Community Interest Advancement

- The Teen Resume Workshop is on the calendar for March with 27 total libraries offering this virtual event.

Children's Services

Community Interest Advancement

- Tuesday afternoon storytimes are transitioning to regular storytimes, and the response has been popular.
- Doris Bird storytime will resume after the holiday break. Families have expressed their appreciation for a Saturday storytime.
- We have had STEM Sparks Boxes on Saturdays. They have been drawing visitors occasionally. The boxes are filled with fun STEM activities for preschoolers and change monthly. January is winter themed.

Independent Reading and Reading Drop-off Prevention

- Books and Beyond for 3rd-5th graders has a new calendar slot on Thursday evenings once a month. We are hoping that more kids will be available to attend at this time/day of the week. This month's meeting is next week, and there are currently 2 children signed up to discuss *Dragons in a Bag*. Books & Beyond Jr. for 1st & 2nd graders has been discontinued due to low attendance. 2 kids came to the January meeting to discuss the book *Sketty and Meatball*.

Outreach

- RCDS 1st graders will be visiting in February for a library themed visit.
- CCNS visited with their small class of 5 year olds for a Martin Luther King, Jr./library themed storytime and craft. They had a great time and enjoyed the stories we shared together.
- We are working with Barbara Mehlman, the school librarian at Milton Elementary School to begin brainstorming for a big 5th grade research unit that will take place next spring. The library will be involved in helping gather source materials for any child that needs it.

Other

- We are researching new toys to replace broken or dirty items in the Discovery Zone

Annual Campaign / Development

2024 Be a Friend Campaign

The campaign closed with 660 gifts to the Annual Campaign, with 128 of those gifts being made by new donors. The campaign raised \$336,000, which is over 30% over our goal amount, and the highest number of Friends since 2013, which had 671 Friends. It is important to note that \$85,000 of the income for this year's campaign came from 4 different family foundations, all of which are part of the same family.

Trustees are asked to send notes to new Friends that they may know. The list is available online here – [NEW FRIENDS](#).

Budget Advocacy

The Rye Free Reading Room aims to secure increased public funding to cover building expenses of the library for regular maintenance activities. By highlighting the role of modern and sustainable library facilities in the community, this plan will build support for current and future needs.

As a public good that serves the whole of the Rye community, the Rye Free Reading Room is seeking an increase in public funding to cover essential building expenses. This additional funding ensures a well-maintained space for the community to learn, connect, and explore. Additional funding will allow the library to address critical concerns about the resiliency of the building systems, provide modern systems that support library services and community use of library spaces, and increase energy efficiency while lowering operating costs.

The library currently spends \$1,598,186 on personnel and building expenses, which are core operating costs for the library. The City provides \$1,427,000 in funding, which leaves a gap of \$171,186 in core services. From 2000 to 2009, the average gap was \$14,300, or 1%. From 2010 to 2019, the average gap was \$120,320, or 9%. For 2020 to 2025, the average gap is \$182,261, or 12%. This gap requires public dollars be redirected from library programs to support day-to-day maintenance.

Many critical infrastructure systems are located on the lower level of the library and are vulnerable to flooding. Those systems are approaching end of life, and present both challenges and opportunities. With increased city funding, the library would be able to build up capital reserve funds to reduce or eliminate flood risks, and increase energy efficiency, providing additional savings opportunities.

Libraries are a core public good, and the Rye Free Reading Room is an excellent public-private collaboration for the City of Rye. Comparable communities spend far more per capita for library services, while receiving fewer programs and service hours. Larchmont's per capita support for libraries is \$118.99, Harrison is \$99.01, and Rye spends \$81.97 per capita for library services. The Westchester County average per capita spending is \$96.03. The Rye Free Reading Room is 6th in terms of public service hours, 7th in programs offered, 8th in program attendance and library visits, and 22nd in support per capita.

Public support for building operations would allow the library to address the growing demand for digital content, which grew by 40% in 2024, increase our collaboration with Rye schools to provide more educational resources, and make library services more resilient in an emergency.

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.

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.

Building and Grounds – Capital Plant / Seawall

Chris is working with the YMCA to set up a meeting to discuss their conversations with Steve, and to follow-up on developing the Village Green campus pitch for funding the project at a state and federal level. The meeting date is to be determined.

Independent Reading : Collection & Programming Discovery

Lead: Chris Shoemaker, Catherine Riedel, Lisa Fitzmaurice, Susan Aufrichtig, Sarah Prosser- Update as of 6.21.24

Milestones	%	Start Date	End Date	
Reading Program Survey	100%	7/1/2023	12/31/2023	C
Collections Usage Reporting	100%	7/1/2023	12/31/2023	C
Holds Ratio Reporting	100%	7/1/2023	12/31/2023	C
Intra Library Loan Reporting	100%	7/1/2023	12/31/2023	C

Overall	Scope	Resource	Schedule	Budget
C	C	C	C	A

Issues or Risks to Scope, Budget or Timeline

- Reporting capacity is limited by WLS system and staff knowledge of the coding language necessary
- E-book patron suggestion program contains 1000+ titles on a weekly basis, with limited refinement available
- Space availability and program supplies cost
- Partner amenability and success
- Community Saturation

Key Upcoming Activities

- Refine reading programs to increase engagement

Accomplishments Since Last Report

- Completed baseline reports for collections usage, holds, and intra library loans
- Added secondary classifications to program statistics page
- Collected reading program survey feedback
- Launched reading focused programs such as Pies and Pages, Preschool storytimes, Books and Beyond, Birdhouse Storytimes, and Cookies and Books
- Completed outreach to additional businesses for reading pairing programs

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Independent Reading : Branding & Awareness

Lead: Chris Shoemaker, Catherine Riedel, Kenny Nam

Milestones	%	Start Date	End Date	
Aspen training	100%	4/1/2023	3/31/2024	C
Logo development	10%	6/1/2024	8/1/2024	R
Community Survey	100%	9/7/2024	10/15/2024	C
Reading list rebuilt	25%	11/1/24	6/1/2025	G

Overall	Scope	Resource	Schedule	Budget
G	G	G	G	G

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Children's display space is very limited for book displays Library not seen as an authority on reading and literacy Software company unexpectedly went out of business 12/31/24

Accomplishments Since Last Report
<ul style="list-style-type: none"> Aspen catalog overlay launched, which allows greater customization of lists and resources Website updated to highlight reading activities and resources Unsolicited feedback on patron enjoyment of programs Staff training in Aspen for book carousels

Key Upcoming Activities
<ul style="list-style-type: none"> Additional staff training for Aspen use / takes place on a rolling basis Logo development for print and social media marketing

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Student Access Card: Program Overview

Lead: Chris Shoemaker, Catherine Riedel, Lisa Fitzmaurice, Elizabeth Ng, Sarah Prosser

Milestones	%	Start Date	End Date	
Connect with School Administration	50%	1/1/2023	12/31/2024	R
Connect with PTO	0%	9/6/2024	10/1/2024	R
Define program and services	0%	10/15/24	11/15/2024	NS
Define and Socialize Program Talking Points	0%	11/15/2024	1/31/ 2025	NS
Program Launch	0%	9/1/2025	9/1/2025	NS
Program Feedback First Half Year	0%	9/1/2025	12/31/2025	NS

Key Upcoming Activities
<ul style="list-style-type: none"> Discussion with school partners about student information access needs – Feb 24, 2025 School Year in library visits (rolling) Outreach to PTOs for summer reading program – April ? May 2025

Overall	Scope	Resource	Schedule	Budget
A	NS	A	R	G

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Meeting confirmations w PTOs can be challenging Overall needs could exceed capacity Semi-annual outreach required to reinforce connections

Accomplishments Since Last Report
<ul style="list-style-type: none"> Card application included in RHS, RMS, and Rye New Parent packets (Jan 2024) Summer Reading Video distributed to all schools (June 2024) Collaboration discussion with Dr. Bryne (July 2024)

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Student Access Card: Fine Free Model

Lead: Chris Shoemaker, Catherine Riedel, Lisa Fitzmaurice, Elizabeth Ng, Sarah Prosser

Milestones	%	Start Date	End Date	
Fine Free Data Collection	100%	7/1/2023	2/1/2024	C
Survey of member libraries	100%	3/1/2024	5/01/2024	C
RFRR Board decision of fines	0%	7/23/2024		NS
Program Launch	0%	1/1/2025		R
Program Feedback First Half	0%	6/1/2025	7/1/2025	R

Key Upcoming Activities
<ul style="list-style-type: none"> Review WLS survey about increase in lost books / holds due to fine free model Finance Committee Discussion about Fine Free models – July 19th budget meeting Board Discussion about Fine Free Models – July 23rd meeting

Overall	Scope	Resource	Schedule	Budget
A	G	G	R	A

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Budget Impact of lost revenue to RFRR External Financial Situations ie loss of donors, etc.

Accomplishments Since Last Report
<ul style="list-style-type: none"> Reviewed WLS Survey about increase in lost books/holds due to fine free model Compiled Fine Data 2023 Outstanding Fines vs Collected 2022 Outstanding Fines vs Collected 2021 Outstanding Fines vs Collected 2020 Outstanding Fines vs Collected 2019 Outstanding Fines vs Collected System limitations

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Sustainability & Resiliency: Study, Communication, Next Steps

Lead: Chris Shoemaker, Trustee Committee

Milestones	%	Start Date	End Date	
Complete Initial Studies	100%	1/1/2023	9/1/2023	C
Reports shared with Board	100%	9/26/2023	9/26/2023	C
Develop High Level Communications Calendar	0%	8/1/2024	8/31/2024	NS
Government Approvals/Regulatory Meetings/Permits	0%	1/1/2023	12/31/2025	G
Funding plan	0%	1/1/2023	12/31/2025	A

Key Upcoming Activities

- Develop high level communications plan by 8/31/24
- Identify and secure funding sources for additional studies / project execution - ongoing

Overall	Scope	Resource	Schedule	Budget
G	G	G	G	G

Issues or Risks to Scope, Budget or Timeline

- Future meeting with regulatory agencies will require more detailed plans / drawings in order to proceed.
- Establish larger pool of potential donors
- Sustain community attention

Accomplishments Since Last Report

- Skolnick, TMS Waterfront, Carlin Simpson reports all finished and reviewed by Board Committee - Sept 2023
- Open letters to the community – Fall 2023

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Sustainability & Resiliency: Funding Requirements

Lead: Chris Shoemaker, Trustee Committee

Milestones	%	Start Date	End Date	
Identify grant opportunities	10%	1/1/2023	12/31/2025	G
Work with local officials	10%	1/1/2023	12/31/2025	G
Work with state officials	10%	1/1/2023	12/31/2025	G
Work with federal officials	0%	1/1/2023	12/31/2025	G
Develop Rye donor pool	0%	1/1/2023	12/31/2025	G

Overall	Scope	Resource	Schedule	Budget
G	G	G	G	G

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Identifying opportunities that do not conflict with City priorities or funding requests Board Approved Plans Establish larger pool of potential donors

Accomplishments Since Last Report
<ul style="list-style-type: none"> Meetings with local elected officials to discuss the need for funding

Key Upcoming Activities
<ul style="list-style-type: none"> Meeting with YMCA and City Employees to discuss seawall

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Sustainability & Resiliency: Evaluate Current Capital Plan

Lead: Chris Shoemaker, Trustee Committee

Milestones	%	Start Date	End Date	
Created List of Plant Items (Condition, continuity, etc)	100%	10/1/2023	10/15/2023	C
Cost estimates	100%	10/1/2023	10/15/2023	C
Capital Budget Plan and Replacement Timeline	0%	3/19/2024	7/15/2024	C

Key Upcoming Activities

Overall	Scope	Resource	Schedule	Budget
C	C	C	C	C

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Concrete expense estimates will require outside consultants Construction Grant application window and limited funding pool

Accomplishments Since Last Report
<ul style="list-style-type: none"> Physical plant list compiled Reviewed depreciation schedule to develop budget plan for future funding – 6/1/2024 Building manager review of physical plant – 12/15/2024

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Reputation Enhancement: Marketing

Lead: Chris Shoemaker, Doreen Munsie

Milestones	%	Start Date	End Date	
Community Needs Survey	100%	9/1/2024	10/15/2024	C
Marketing Tools & Platform Review	0%	7/1/2024	9/1/2024	C

Key Upcoming Activities

Overall	Scope	Resource	Schedule	Budget
C	C	C	C	A

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Recruiting audience/testers Patron point consortium paused due to WLS fees and lack of support from other libraries Higher printing costs due to number of Friends

Accomplishments Since Last Report
<ul style="list-style-type: none"> Increased automation for email distribution Board Membership Discussion- May 2024 Incorporating personalized content and tagged content into emails Launched Friends only library programs and events Increased Friends audience Annual Campaign mailing to all postal patrons with digital Friends only supplement

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Community Interests: Programming

Lead: Chris Shoemaker, Catherine Riedel, Doreen Munsie, Tara Montini, Sarah Prosser, Lisa Fitzmaurice

Milestones	%	Start Date	End Date	
Community Needs Survey	33%	9/1/2024	10/15/2024	C
Program Attendance Review	0%	7/1/2024	7/31/2024	C
Program Feedback Review	0%	7/1/2024	7/31/2024	C
Rye Non-profit competitive review	0%	7/1/2024	7/31/2024	C

Overall	Scope	Resource	Schedule	Budget
C	C	C	C	C

Issues or Risks to Scope, Budget or Timeline
<ul style="list-style-type: none"> Programmer cost increases Over-committed program attendees

Accomplishments Since Last Report
<ul style="list-style-type: none"> Re-tooled summer reading program launch had 200% increase in attendance from 2023. Passive and screen free programs launched for summer reading program New senior program trial run on Sundays through the summer Completed Community Needs Survey Reviewed nonprofit offerings Launched new senior book club at Rye Rec Launched Tuesday afternoon storytime program

Key Upcoming Activities

Legend	NS	Not Started	C	Complete	G	On Track (Green)	A	At Risk (Amber)	R	Behind (Red)
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Mission Moments

Thank you to all our Friends for a successful Annual Campaign! The Annual Campaign fills the shelves, brings programs to the library, and makes the library the treasured resources for the whole community. Join us for the Annual Meeting of Thursday, February 13th at 7 pm, and celebrate Rye's literary legacy with former Rye Record Publisher and owner Robin Jovanovich.

Notable Activities

In the Gallery – February

Farsi Flowers by Ali Motamedi

The Farsi Flows proposes a new framework for an alphabet. This alphabet bridges history, heritage, and the infinite possibilities of the future in a simple, comprehensible form. It is presented as (a grid of) thirty-two frames, corresponding to the thirty-two letters of Farsi, the artist's cultural heritage.

Thursday, Feb 6th at 6:30 pm – The Right to Read

In honor of Black History Month, please join the Rye City Human Rights Commission and the Port Chester/Rye Brook Chapter of the NAACP for a presentation of the documentary film, "The Right to Read". The film features NAACP activist and teacher, Kareem Weaver, in his quest to provide this generation of students with the basic skills necessary to compete in today's economy and to become life-long learners. A panel discussion will follow.

Wednesday, March 12 at 7 pm– Read in Rye : Jackie Friedland

Join author Jackie Friedland in conversation with Brook Lea Foster for a riveting and timely of reproductive rights, government institutions, and immigration. Jessa Gidney would never have guessed that taking a case for Isobel Perez, an incarcerated refugee, would lead her to confront her connections to eugenics laws and their lasting impact.

Tuesday, March 18 at 7 pm – Sailing in the Wake of Hatshepsut

About 150 years ago, archaeologists uncovered spectacular images of an ancient journey on the walls of the pharaoh Hatshepsut's funerary temple at Deir el Bahri. Discover the maritime history of Egypt in this virtual program.