

**October 29, 2024  
Board of Trustees Meeting  
Agenda**

1. Roll Call
2. Public Comment
3. Consent Items (VOTE)
  - a. Sept 2024 minutes (Attachment) pg. 2
  - b. Sept 2024 financials (Attachment) pg. 5
4. President's Report
  - a. Trustee Education (Attachment) pg. 10
  - b. Trustee Dashboard (Handout) pg. 11
5. Information Items
  - a. Staff Reports (Attachments)
    - i. Director's Report pg. 12
      1. 3<sup>rd</sup> Quarter Statistics (Attachment) pg. 13
    - ii. Adult Report pg. 15
    - iii. Teen Report pg. 16
    - iv. Children's Report pg. 17
6. Board Discussion
  - a. Development Committee
    - i. Membership (Attachment) pg. 18
  - b. Finance Committee
    - i. 2025 Budget (Attachment) pg. 19
  - c. Building and Grounds Committee
    - i. Seawall Update (Attachment) pg. 20
  - d. Nominating Committee
    - i. Class of 2028 (Handout, VOTE) pg. 22
  - e. Policy Committee
    - i. Naming Procedure (Attachment) pg. 23
  - f. Mission Moments (Attachment) pg. 29
7. New Business
8. Executive Session

Next meeting dates:        Tuesday, November 19– 7:30 pm  
   Tuesday, December 17 – 7:30 pm

City Budget Hearing: Hold Monday, Nov 18 at 6:30  
   Hold Wednesday, Nov 20 at 6:30 pm

## **Minutes of the September 24, 2024 RFRR Board Meeting**

Present: Kirstin Bucci, Lina Eroh, Katie Vernace, Jan Kelsey, Kathleen Riegelhaupt, Jackie Cohen, Nicole Cunningham, Jennifer McArdle, Megan Monaghan, Lizzie Parks, Emilie Reddoch, Jaclyn Shanahan, Georgia Dyer, Diane Martin

Kirstin Bucci called the meeting to order at 7:32. No one from the public was present.

### Consent Agenda

The Consent Agenda includes the July 2024 meeting minutes, the July 2024 financial statements, and the August 2024 financial statements. Jennifer moved to accept the consent agenda. Kathleen seconded. All approved.

### President's Report

Kirstin reminded the Board members about the continuing education requirements. Information should be sent to Chris.

### Staff Reports

#### Director's Report

Chris reported on the Community Needs Survey that is currently being conducted. It is about 15 minutes long and will be available through the middle of October. The last time such a survey was conducted, there were about 60 responses. Trustees were asked to encourage friends to participate in the survey. The annual campaign flyer has gone out. Planning for collaboration with the schools is underway. Librarians attended back to school nights.

### Adult Services

Catherine reported that programs are being very well attended. There were over 260 attendees at the bicentennial celebration of Lafayette's 1824 visit to Rye. Twenty-eight attended the program on de-cluttering and redefining the home. Pies and Pages had 30 attendees.

### Teen Services

Catherine reported that there is a historical miniature game program. Participants set up miniature historic battlefields and then discuss the battle and strategy. There is a curated book list for middle and high schoolers.

### Children's Services

Catherine reported that there were over 200 children enrolled in the summer reading program this year. The program's wrap up party drew 120 people. The new Discovery Zone is very popular. There is a new sensory storytime which provides a different type of storytelling. School visits to the library are being scheduled. Christ Church Nursery School came last week.

### Development

Chris reported that there has been a great response to the request to become a library friend as part of the purchase of Novel Night tickets. Holiday Open House is being planned on December 14 as a friends' event. There was a small but active turn out for the book sale preview party. It raised \$2,000.

### Auxiliary Board

Diane reported that the book sale had raised over \$15,000. It was very well organized. Allowing only one week for donations simplified the process. This was the first year that a credit card reader was used. Georgia reported that the leftover books had been given to charity.

### Finance

Kirstin reported that there is an ongoing issue because costs that we cannot control (retirement funding, for example) are rising. There was a discussion as to how best to gain more funding to cover these costs and major projects like the sea wall. It was agreed that Chris and members of the executive committee should meet with the city manager about the city funding.

### Building and Grounds

Chris reported that the NYS construction grant might be a possibility next year. We would need to have the whole project in place in order to apply.

#### Nominating

Megan reported there were 3 candidates lined up. The committee is still seeking additional nominees.

#### Mission Moments

September is National Library Card month. Upcoming events include Women Pioneers of Television on October 23 and Mark Schenker discussion on The Heart of Darkness on October 27.

Kirstin asked for a motion to go into Executive Session to discuss the employment of particular persons. Jackie so moved and Katie seconded. All approved. The Board went into Executive Session at 8:42.

The Board came out of Executive Session at 9:05. Kirstin asked for a motion to approve management compensation as discussed in Executive Session. Jennifer so moved and Lena seconded. All approved.

There being no further business Kirstin called for a motion to adjourn the meeting. Kathleen so moved and Lena seconded. All approved. The meeting was adjourned at 9:07.

**Action : The Board approve the September meeting minutes**

## **September Financials**

September income reflects the first amount of income from the Annual Campaign.

Expenses are within the general expectations for the Year to Date budgets. In personnel, the medical insurance includes 2 months of billing from the City.

**Action : The Board accept the September financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 9 Months Ending September 30, 2024

	Current Month 2024	2024 YTD Actual	2024 YTD Budget	2024 Budget
<b>Income</b>				
City of Rye		\$ 1,385,000	\$ 1,385,000	\$ 1,385,000
Annual Campaign	\$ 9,775	\$ 138,661	\$ 187,500	\$ 250,000
Miscellaneous Income	\$ 2,297	\$ 25,936	\$ 26,250	\$ 35,000
Osborn Branch Library	\$ 3,468	\$ 39,534	\$ 38,488	\$ 51,317
Auxiliary Board Transfer	\$ -	\$ -	\$ 52,500	\$ 70,000
Endowment Transfer	\$ -	\$ -	\$ 78,750	\$ 105,000
	<u>\$ 15,540</u>	<u>\$ 1,589,131</u>	<u>\$ 1,768,488</u>	<u>\$ 1,896,317</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 5,693	\$ 60,750	\$ 66,664	\$ 88,885
Audio Visual	\$ 7,239	\$ 35,927	\$ 19,455	\$ 25,940
Periodicals	\$ 116	\$ 9,539	\$ 9,675	\$ 12,900
Programs	\$ 829	\$ 7,300	\$ 10,125	\$ 13,500
Ebooks/ Binding	\$ 2,003	\$ 23,212	\$ 30,750	\$ 41,000
	<u>\$ 15,880</u>	<u>\$ 136,728</u>	<u>\$ 136,669</u>	<u>\$ 182,225</u>
<b>Library Operations</b>				
Supplies	\$ 522	\$ 11,506	\$ 11,250	\$ 15,000
Equipment & Systems - New	\$ -	\$ -	\$ 3,375	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 3,750	\$ 5,000
Automated Systems	\$ 5,363	\$ 82,167	\$ 60,938	\$ 81,250
Telephone	\$ 596	\$ 4,914	\$ 4,950	\$ 6,600
Postage	\$ 1,006	\$ 5,062	\$ 6,750	\$ 9,000
Printing & Publicity	\$ 3,740	\$ 23,098	\$ 24,000	\$ 32,000
Auditing	\$ -	\$ 22,117	\$ 16,875	\$ 22,500
Legal Services	\$ -	\$ -	\$ 1,500	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 793	\$ 9,977	\$ 5,850	\$ 7,800
	<u>\$ 12,020</u>	<u>\$ 158,841</u>	<u>\$ 139,238</u>	<u>\$ 185,650</u>
<b>Building Operations</b>				
Heat	\$ 43	\$ 16,170	\$ 15,000	\$ 20,000
Light & Power	\$ -	\$ 19,376	\$ 25,875	\$ 34,500
Water & Sewer	\$ 306	\$ 7,734	\$ 6,750	\$ 9,000
Fixtures, Furnishings & Equipment	\$ -	\$ 5,614	\$ 3,750	\$ 5,000
Building Supplies	\$ 1,406	\$ 8,186	\$ 9,000	\$ 12,000
Contracted Services	\$ 4,032	\$ 42,115	\$ 53,775	\$ 71,700
Repairs & Maintenance	\$ -	\$ 3,537	\$ 13,500	\$ 18,000
Insurance	\$ -	\$ 29,069	\$ 25,782	\$ 34,376
Capital Projects Fund Transfer	\$ -	\$ 29,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 5,787</u>	<u>\$ 160,801</u>	<u>\$ 153,432</u>	<u>\$ 204,576</u>
<b>Personnel</b>				
Salaries	\$ 78,576	\$ 747,210	\$ 774,228	\$ 1,032,304
Social Security	\$ 5,780	\$ 54,701	\$ 59,228	\$ 78,971
Retirement	\$ -	\$ -	\$ 78,296	\$ 104,394
Medical Insurance	\$ 9,790	\$ 58,047	\$ 61,367	\$ 81,823
Other Insurance	\$ 1,248	\$ 3,987	\$ 12,000	\$ 16,000
Payroll Services	\$ 688	\$ 6,648	\$ 5,250	\$ 7,000
Staff Development	\$ 435	\$ 3,321	\$ 2,250	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 96,517</u>	<u>\$ 873,914</u>	<u>\$ 992,619</u>	<u>\$ 1,323,492</u>
<b>Total Income</b>	<u>\$ 15,540</u>	<u>\$ 1,589,131</u>	<u>\$ 1,768,488</u>	<u>\$ 1,896,317</u>
<b>Total Expense</b>	<u>\$ 130,204</u>	<u>\$ 1,330,284</u>	<u>\$ 1,421,957</u>	<u>\$ 1,895,943</u>
<b>Net Receipts (Expense)</b>	<u>\$ (114,664)</u>	<u>\$ 258,847</u>	<u>\$ 346,531</u>	<u>\$ 374</u>

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

<i>Donations to the Current Annual Campaign</i>		2022	2023	2024
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	
	NOV	67,548	35,114	
	DEC	66,435	64,832	
	<b>Total</b>	<b>344,440</b>	<b>306,618</b>	<b>125,921</b>
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>		<u>85,287</u>	<u>30,883</u>	<u>12,738</u>

Rye Free Reading Room  
Endowment Report  
September 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	(11,466)	(14,636)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(105,000)	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	34,042	53,480	57,746	63,379	59,271
Appreciation	177,666	117,063	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,360,640	2,160,398	2,109,492	2,388,851	2,188,828
Endowment Performance	9.27%	7.39%	-7.44%	13.48%	2.25%
Return of S&P 500	22.08%	26.29%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	4.45%	5.53%	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2024	YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	3%	63,002	(27,006)	29,727	12,815	114,631
Fixed Income	35%	749,880	760,448	775,964	884,363	647,426
Equities	59%	1,254,885	1,166,785	1,046,548	1,170,444	1,143,143
Gold	1%	24,306	19,117	16,964	17,096	26,754
Other	2%	33,874	30,573	46,723	71,182	32,810
<b>Silvercrest Total</b>	100%	2,125,947	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	57,792	99,472
Flores			76,650	1,045	77,695
Balf			27,390	30,135	57,525
Silvercrest			745,086	1,380,861	2,125,947
			\$ 890,806	1,469,834	2,360,640



**Rye Free Reading Room- Combined Report**  
**For 9 Months Ending September 30, 2024**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,385,000	\$ -	\$ -	\$ 1,385,000
Annual Campaign	138,661	0	0	138,661
Contribution	-	288,263	0	288,263
Grants	-	0	0	-
Osborn Branch Library	39,534	0	0	39,534
Income from Invested and Equity	-	18,933	34,042	52,975
Miscellaneous	25,936	17,937	0	43,873
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-29,000	29,000	0	-
	<hr/> 1,560,131	<hr/> 354,133	<hr/> 34,042	<hr/> 1,948,306
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	12,063	12,063
<b>Total Funds</b>	<hr/> 1,560,131	<hr/> 354,133	<hr/> 46,104	<hr/> 1,960,368
<b>Expense</b>				
<b>Library Materials</b>				
Books	60,750	19,922	0	80,672
Audio Visual	35,927	0	0	35,927
Periodicals	9,539	0	0	9,539
Programs	7,300	54,647	0	61,947
Online Resources	2,003	0	0	2,003
Miscellaneous	21,209	0	0	21,209
	<hr/> 136,728	<hr/> 74,569	<hr/> 0	<hr/> 211,297
<b>Library Operations</b>				
Supplies	11,506	1,278	0	12,784
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	82,167	960	0	83,127
Telephone	4,914	0	0	4,914
Postage	5,062	0	0	5,062
Printing & Publicity	23,098	6,045	0	29,143
Auditing	22,117	0	0	22,117
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	9,977	6,647	0	16,624
	<hr/> 158,841	<hr/> 14,930	<hr/> 0	<hr/> 173,771
<b>Building Operations</b>				
Heat	16,170	0	0	16,170
Light & Power	19,376	0	0	19,376
Water & Sewer	7,734	0	0	7,734
Fixtures, Furnishings & Equipment	5,614	56,973	0	62,587
Building Supplies	8,186	5,636	0	13,822
Contracted Services	42,115	76,910	0	119,025
Repairs & Maintenance	3,537	0	0	3,537
Insurance	29,069	0	0	29,069
Miscellaneous	0	0	14,636	14,636
	<hr/> 131,801	<hr/> 139,519	<hr/> 14,636	<hr/> 285,956
<b>Personnel</b>				
Salaries	747,210	0	0	747,210
Social Security	54,701	0	0	54,701
Retirement	0	0	0	-
Medical Insurance	58,047	0	0	58,047
Other Insurance	3,987	0	0	3,987
Payroll Services	6,648	0	0	6,648
Staff Development	3,321	0	0	3,321
Miscellaneous	0	0	0	-
	<hr/> 873,914	<hr/> 0	<hr/> 0	<hr/> 873,914
<b>Total Expense</b>	<hr/> 1,301,284	<hr/> 229,018	<hr/> 14,636	<hr/> 1,544,938
<b>Net Receipts/Expenses</b>	258,847	125,115	31,468	415,430
Prior Year Funds	242,605	136,416	2,109,492	2,488,513
<b>Balance</b>	<hr/> 501,452	<hr/> 261,531	<hr/> 2,140,960	<hr/> 2,903,943

## Trustee Education

**NEW** – 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.

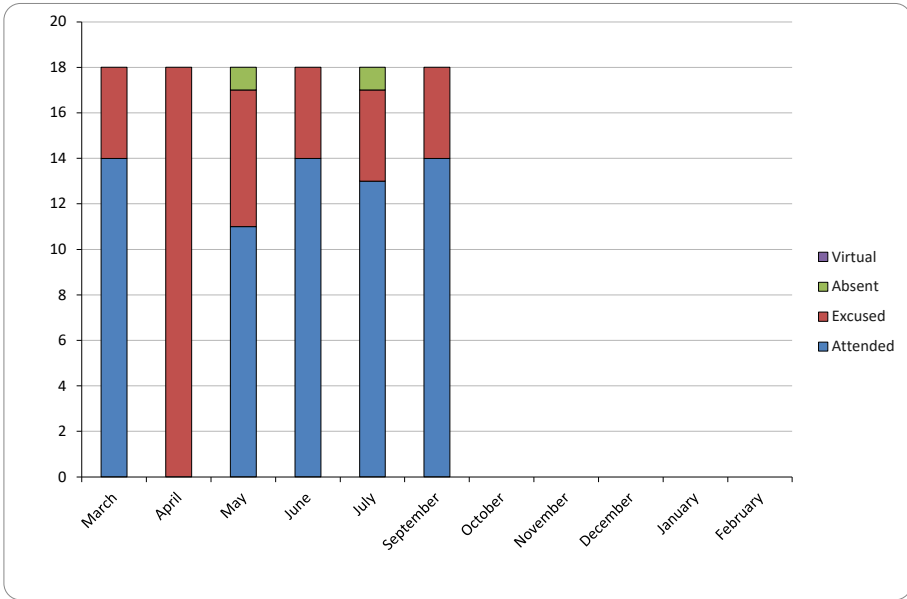
NYC Sexual Harassment Prevention Training -  
<https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page>

A self-paced training is also available – contact Chris to receive the link.

Pre-recorded Education Opportunities for 2024

- 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](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	4	0	0
April	0	18	0	0
May	11	6	1	0
June	14	4	0	0
July	13	4	1	0
September	14	4	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0

**Trustee Committees**

**Executive**

Kirstin Bucci (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

**Kid's Room Committee**

Lina Eroh (Co-Chair), Georgia Dyer (Co-Chair), Jan Kelsey, Kathleen Riegelhaupt, Katie Vernance, Jill MacVicar, Emilie Reddoch, Sarah Wise Miller (Nicole Cunningham, Lizzie Parks Ad-hoc)

**Development**

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

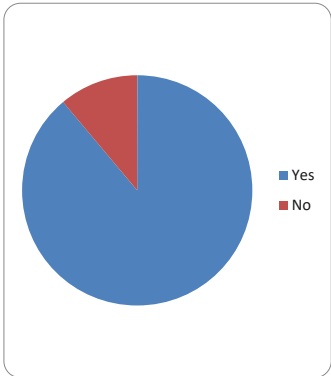
**Nominating**

Emilie Reddoch (Chair), Jackie Cohen, Meghan Monaghan

**Policy**

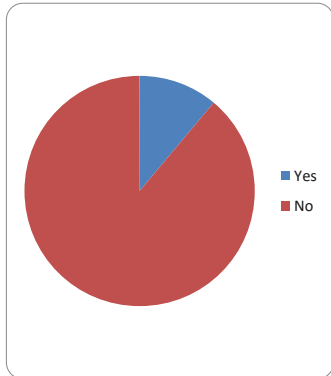
Shelley Huber (Chair)

Conflict of Interest



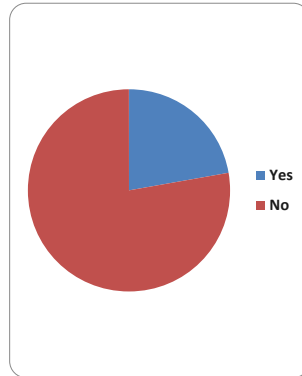
Yes 16  
No 2

Trustee Education



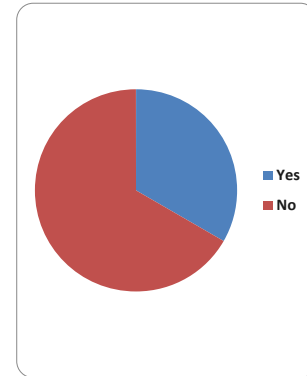
Yes 2  
No 16

Trustee Giving



Yes 4  
No 14

Sexual Harrassment



Yes 6  
No 12

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Reviewed funding from 2001 - 2025
- Strategic Planning
  - Completed community needs survey

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Prepared second mailing for December
- Community Relations
  - Attended Lions Club community mixer
  - Hosted Westchester Historical Society display
  - Hosted Little Garden Club of Rye Bluebird exhibit
- Fundraising
  - Attended Novel Night
  - Met with Freewill to discuss anonymous bequest and user platform for planned giving

### BUILDING & GROUNDS:

- Secured new cleaning company for daily cleaning operations

### STAFF & PERSONNEL

- Attended programming webinar for library directors on staff handbooks
- Completed interviews for new part time building manager

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

Library activities experienced a nice boost from the 2024 summer reading program. Circulation is up 20% over 2023, drive by a 66% increase in express materials and a 55% increase in children's non-fiction. E-content also continues to grow. Patron registration had a slight drop in children's registration, but increased overall.

While reference questions declined slightly in the children's department, there was additional activity at the adult desk.

Teen programs dipped in August and September, but still saw a boost in overall attendance. Programs offered and program attendees increased in both adult and children's services.

The door count increase also reflects the additional activity, especially with the September book sale.

Due to staff medical leave, technical services is lower than the 3<sup>rd</sup> quarter performance past year. The emphasis was placed on express materials and new adult fiction.

Rye Free Reading Room Statistical Summary  
Lending Services

Circulation to Patrons		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
RFRR - Total		12515	13187	11302	15646	15323	13456	37,004	44,425	20%	140,032	124,541	-11%
<i>Adult - All Categories</i>		8765	9058	7399	10118	10385	9202	25,222	29,705	18%	93,777	82,596	-12%
Fiction		3080	3236	2356	2846	2973	2384	8,672	8,203	-5%	29,218	22,918	-22%
Non-Fiction		1079	1019	819	1093	1108	996	2,917	3,197	10%	11,327	8,417	-26%
Express (Book + AV)		154	163	132	382	210	153	449	745	66%	1,927	1,615	-16%
E-Media		3637	3711	3368	4958	5228	4910	10,716	15,096	41%	41,830	42,875	2%
Movie		652	657	565	567	566	490	1,874	1,623	-13%	7,030	4,677	-33%
Music		52	52	63	22	15	57	167	94	-44%	888	341	-62%
Other		111	220	96	250	285	212	427	747	75%	1,557	1,753	13%
<i>Children's - All Categories</i>		3750	4129	3903	5528	4938	4254	11,782	14,720	25%	46,255	41,945	-9%
Fiction		2962	3484	3281	4500	4021	3352	9,727	11,873	22%	36,370	33,265	-9%
Non-Fiction		563	366	365	725	636	641	1,294	2,002	55%	6,652	5,640	-15%
Movie		37	50	43	15	16	37	130	68	-48%	587	457	-22%
Music		1	0	0	1	0	0	1	1	0%	7	11	57%
Other		187	229	214	287	265	224	630	776	23%	2,639	2,572	-3%
ROS		270	284	298	341	353	237	852	931	9%	2,916	2,599	-11%
ILL to Other WLS Libraries		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
RFRR		1163	1190	1120	1195	1229	1045	3,473	3,469	0%	12,689	10,306	-19%
ROS		17	34	12	29	31	28	63	88	40%	261	211	-19%
New Patron Registration		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
RFRR		84	95	93	121	97	98	272	316	16%	838	855	2%
<i>Adult</i>		64	54	62	82	72	73	180	227	26%	586	582	-1%
<i>Teen</i>		2	9	4	3	5	7	15	15	0%	33	35	6%
<i>Children</i>		18	32	27	36	20	18	77	74	-4%	219	238	9%
<i>Digital</i>		37	32	23	27	42	27	92	96	4%	288	290	1%
ROS		0	5	5	9	5	3	10	17	70%	32	51	59%
Reference Services		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
Questions Answered		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
RFRR		3813	4276	4002	4850	4335	4209	12,091	13,394	11%	42,757	38,031	-11%
<i>Adult</i>		2590	2984	3027	3494	3240	3290	8,601	10,024	17%	30,402	27,288	-10%
<i>Children</i>		1223	1292	975	1356	1095	919	3,490	3,370	-3%	12,355	10,743	-13%
ROS		145	129	155	205	168	154	429	527	23%	1,243	1,510	21%
Programs & Events (RFRR Only)		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
Programs & Program Attendance		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
<i>Programs</i>		77	73	86	126	79	83	236	288	22%	1,186	887	-25%
<i>Adult</i>		14	7	20	20	14	25	41	59	44%	280	174	-38%
<i>Teen</i>		16	19	24	31	7	11	59	49	-17%	342	193	-44%
<i>Children</i>		47	47	42	75	58	47	136	180	32%	564	520	-8%
<i>Attendance</i>		1996	2321	2133	2507	2343	2433	6,450	7,283	13%	27,708	22,800	-18%
<i>Adult Programs</i>		203	61	285	141	100	378	549	619	13%	3,048	2,374	-22%
<i>Teen Programs</i>		136	72	141	268	41	109	349	418	20%	2,537	1,974	-22%
<i>Children's Programs</i>		1657	2188	1707	2098	2202	1946	5,552	6,246	13%	22,123	18,452	-17%
Library Visits (Doorcount; RFRR Only)		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
Doorcount		11618	13196	13928	14892	13944	16572	38,742	45,408	17%	152,512	123,683	-19%
Electronic Services (RFRR Only)		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
Computer Sessions		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
<i>Use of Public PCs</i>		442	177	146	167	202	154	765	523	-32%	3,052	1,405	-54%
<i>Adult PCs</i>		372	29	0	4	10	6	401	20	-95%	1,993	55	-97%
<i>Laptops</i>		70	148	146	163	192	148	364	503	38%	1,059	1,350	27%
Website Use		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
<i>Sessions (Visits)</i>		4960	5532	5575	6349	6339	5982	16,067	18,670	16%	57,036	46,741	-18%
<i>Users</i>		2968	3,224	3077	3345	3,570	3446	9,269	10,361	12%	42,018	27,873	-34%
<i>Pageviews</i>		7944	8998	8656	9846	10596	8841	25,598	29,283	14%	87,747	73,102	-17%
Wifi Usage		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
<i>Sessions</i>		1040	1046	1047	1348	1373	1718	3,133	4,439	42%	12,552	12,857	2%
Technical Services		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
Items Added		Jul 23	Aug 23	Sept 23	Jul 24	Aug 24	Sept 24	Q3 23	Q3 24	Q3 change	YE 23	YTD 24	YTD change
RFRR		736	893	766	793	683	370	2,395	1,846	-23%	8,030	5,624	-30%
<i>Adult</i>		437	524	411	617	617	338	1,372	1,572	15%	5,329	4,349	-18%
Fiction		239	290	228	310	341	191	757	842	11%	3,020	2,608	-14%
Non-Fiction		21	60	36	28	48	17	117	93	-21%	394	261	-34%
eBooks		133	134	93	224	184	81	360	489	36%	1,352	1,080	-20%
Express (Book + AV)		9	12	21	24	20	20	42	64	52%	195	175	-10%
Movie		29	19	28	24	18	19	76	61	-20%	269	160	-41%
Music		0	0	0	0	0	0	0	0	#DIV/0!	0	0	#DIV/0!
Other		6	9	5	7	6	10	20	23	15%	99	65	-34%
<i>Children's</i>		299	369	355	176	66	32	1,023	274	-73%	2,701	1,275	-53%
Fiction		241	271	293	145	63	32	805	240	-70%	1,940	890	-54%
Non-Fiction		58	98	48	31	3	0	204	34	-83%	600	374	-38%
Movie		0	0	0	0	0	0	0	0	#DIV/0!	0	0	#DIV/0!
Music		0	0	0	0	0	0	0	0	0%	0	0	0%
Other		0	0	14	0	0	0	14	0	-100%	161	11	-93%
ROS		33	21	9	27	5	18	63	50	-21%	239	204	-15%

## Adult Services

### PROGRAMMING:

- The Women Pioneers of American TV
- Medicare Presentation - Desiree Powers, local Medicare & Retirement Specialist (2 Sessions)
- Demystifying Medicare Workshop - Julie Woodward, WLS Senior Resources

### COMMUNITY OUTREACH

- **Strategic Priority 1: Independent Reading Services**
  - New Rye Recreation Seniors Book Club - RFRR librarians were asked to facilitate for the 20+ members of this group when its leader was unable to continue doing so. Susan led the first meeting this month & many let us know they enjoyed it when they stopped by the library!
  - 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**
  - The Great Give Back - a statewide library community service initiative - drop-off location for Terracycle's Carter's Child Clothing Recycling Program.

### SPACE BOOKINGS

- Local History Room – 49
- Left Study Room – 36
- Right Study Room - 35

### ONE ON ONE APPOINTMENTS

- Notary Appointments – 11
- Technology Training - 10

## Teen Services

### PROGRAMMING AND DISPLAYS:

- Monthly board game nights have continued to have attendees, and scheduling once a month has worked well
- We had 18 teens participate in the jack-o-lantern float event, and 14 at a movie night, which is a pleasantly surprising outlier – movie nights have been scheduled based on long weekends or vacations during the school year as a low stakes event since attendance is so hit or miss on those dates in the past.
- The rubber duck decorating event had more people sign up than attend, though the teens who were there enjoyed the freedom to create. It served as a test out if adding evening crafts during the week would be popular with teens, but I will continue sticking to Fridays
- Book displays featuring thriller, horror, and mystery books with a “fear-o-meter” on the front have also utilized new standing racks to help elevate and increase the amount of books on display.
- International Snack Club continues to be popular with 18-24 kids attending now that school is back in session

### Strategic Goals - #1 Independent Reading

- Reader’s advisory services continue to be popular, though the Cookies & Books club has not taken off this Fall like it did last year. I will give it one more try in November before trying to find something new to fill that slot with for January.

### Strategic Goals - #4 Community Interest Advancement

- Planning will start soon for the WLS county-wide Teen Resume workshop that I organize and partner with the WLS Career Coaching services team to present.

### Materials

- Weeding of fiction and manga collections will be conducted again in November as the shelves are losing room for their end caps displays



## Children's Services

### Community Interest Advancement

- Our story programs continue for all of our youngest patrons. Tales for Tots on Monday, Robert the Guitar Guy on Tuesday mornings, Wiggle Giggle on Wednesdays, Bilingual Music on Thursdays, and Creative Movement Storytime on Fridays. All are well attended.
- A new storytime began in September. Tuesdays at 4pm is Sensory Storytime that encourages movement, participation, and uses props for experiential learning. The storytime has been slow to start and very few kids have been attending.
- We have had STEM Sparks Boxes on Saturdays have been drawing visitors occasionally. The boxes are filled with fun STEM activities for preschoolers and change monthly. October's box is Halloween themed.
- September we returned to all of our regular programming, including Crafty Kids on Wed/Thurs and Cooking with Kids on bi-monthly Mondays. Both are well attended.
- The Monster Mash Halloween event will take place on Friday, October 25<sup>th</sup>. This event is just a fun, laid back opportunity for kids to do a craft, have snacks, and dance in their Halloween costumes.

### Independent Reading and Reading Drop-off Prevention

- Fall book clubs have started up again. Books and Beyond meets once a month. There is one group for 1<sup>st</sup>-2<sup>nd</sup> graders and one group for 3<sup>rd</sup>-5<sup>th</sup> graders. The 1<sup>st</sup>-2<sup>nd</sup> grade group met already but only one child attended. The older group will meet next week and we are hoping for larger numbers there.

### Outreach

- Christ's Church Nursery School will be visited at the end of September to have a short storytime and learn about the library. They had a great time! We will be having their group of 5 year olds visit in January.
- The YMCA ELC will be visiting at the end of November for a storytime.

## **Annual Campaign / Development**

### 2024 Be a Friend Campaign

The Annual Campaign received 521 gifts from 458 donors, including 115 new members. The 2023 campaign had 427 gifts from 392 donors, including 56 new donors. Two new giving options have been added, based on changes to the software and requests from donors. Monthly giving is now easily available, and there is also a once a year recurring option.

The Octoberr Friends author events were canceled due to author schedule issues. There will be a meet and greet in November with a former Rye resident, Margot Clark-Junkins. The holiday open house is planned for Saturday, December 14th. Instead of a general community open house, this year's plan is to do a Friends Holiday Open House, with caroling, hot cocoa storytime, crafts, and holiday music. It will be from 4 to 6 pm.

## **Finance – 2001 – 2025 Funding Overview**

On average, over the last 26 years, the difference between core costs (personnel and building operations) and city funding is \$100,000.

Based on the numbers from various City budget presentations, the library is between .83% to .94% of the total average tax bill for a household from 2016 to 2024. For the library to be at 1% of the tax bill in 2024, the library portion would be \$278. The average tax bill would increase from \$27,786 to \$27,832. The library would have received \$1,659,000 in city funding. In 2024, the core costs totaled \$1,529,000.

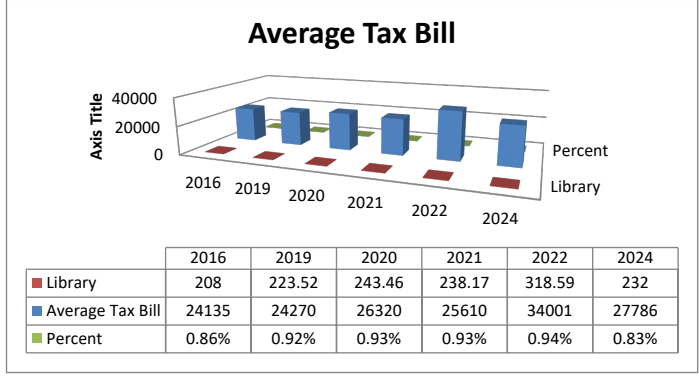
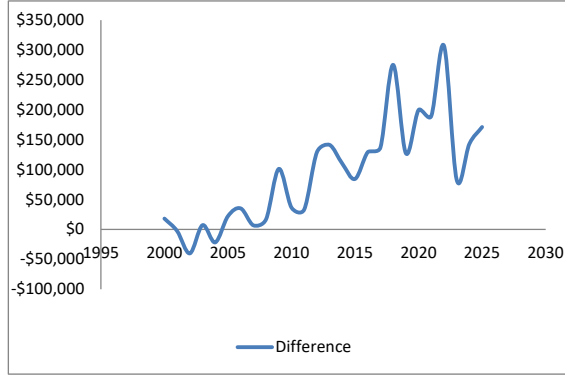
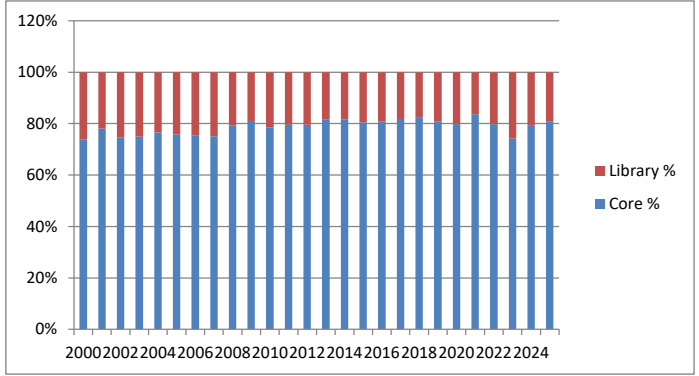
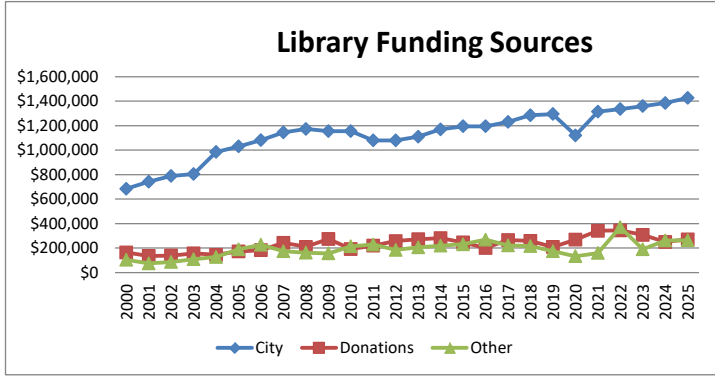
There are a few years where the city funding covered more than the core costs of the library, but that only occurred in 3 of the last 25 years. Generally, the funding gap is between 3% and 11% of activities.

Also noted in the overview are a few years where extraordinary circumstances had an impact on the funding – the retirement incentive loan, COVID, and the Employee Retention Tax Credit.

City	Donations	Other	City %	Friends %	Other %
2000	\$684,000	\$163,449	\$103,707	\$951,156	72%
2001	\$741,390	\$135,001	\$74,382	\$950,773	78%
2002	\$789,390	\$138,510	\$86,314	\$1,014,214	78%
2003	\$805,177	\$156,115	\$109,173	\$1,070,465	75%
2004	\$986,000	\$144,601	\$127,051	\$1,257,652	78%
2005	\$1,030,580	\$171,716	\$190,088	\$1,392,384	74%
2006	\$1,082,395	\$183,042	\$226,687	\$1,492,124	73%
2007	\$1,144,570	\$241,922	\$174,831	\$1,561,323	73%
2008	\$1,173,184	\$209,794	\$161,207	\$1,544,185	76%
2009	\$1,155,000	\$273,924	\$156,869	\$1,585,793	73%
2010	\$1,155,000	\$191,791	\$214,724	\$1,561,515	74%
2011	\$1,080,000	\$219,116	\$228,905	\$1,528,021	71%
2012	\$1,080,000	\$257,083	\$185,078	\$1,522,161	71%
2013	\$1,110,000	\$271,873	\$204,900	\$1,586,773	70%
2014	\$1,170,000	\$280,455	\$219,278	\$1,669,733	70%
2015	\$1,195,000	\$245,285	\$230,726	\$1,671,011	72%
2016	\$1,195,000	\$200,178	\$268,565	\$1,663,743	72%
2017	\$1,230,000	\$265,068	\$220,545	\$1,715,613	72%
2018	\$1,285,000	\$258,422	\$215,411	\$1,758,833	73%
2019	\$1,295,000	\$209,119	\$173,404	\$1,677,523	77%
2020	\$1,120,000	\$268,360	\$133,653	\$1,522,013	74%
2021	\$1,315,000	\$341,103	\$159,235	\$1,815,338	72%
2022	\$1,335,000	\$344,440	\$370,923	\$2,050,363	65%
2023	\$1,360,000	\$306,618	\$189,326	\$1,855,944	73%
2024	\$1,385,000	\$250,000	\$261,317	\$1,896,317	73%
2025	\$1,427,000	\$270,000	\$263,066	\$1,960,066	73%

Year	Core Costs	Library Activities	Core %	Library %
2000	\$702,107	\$248,741	\$950,848	74%
2001	\$738,660	\$207,919	\$946,579	78%
2002	\$749,296	\$252,990	\$1,002,286	75%
2003	\$812,290	\$272,268	\$1,084,558	75%
2004	\$964,306	\$295,521	\$1,259,827	77%
2005	\$1,052,736	\$335,772	\$1,388,508	76%
2006	\$1,117,529	\$367,024	\$1,484,553	75%
2007	\$1,151,366	\$381,915	\$1,533,281	75%
2008	\$1,190,177	\$311,284	\$1,501,461	79%
2009	\$1,256,219	\$294,259	\$1,550,478	81%
2010	\$1,191,515	\$326,049	\$1,517,564	79%
2011	\$1,113,272	\$287,049	\$1,400,321	80%
2012	\$1,209,045	\$311,869	\$1,520,914	79%
2013	\$1,251,304	\$282,129	\$1,533,433	82%
2014	\$1,279,919	\$290,851	\$1,570,770	81%
2015	\$1,279,364	\$310,713	\$1,590,077	80%
2016	\$1,324,185	\$314,880	\$1,639,065	81%
2017	\$1,367,077	\$303,401	\$1,670,478	82%
2018	\$1,560,208	\$330,886	\$1,891,094	83%
2019	\$1,422,308	\$337,390	\$1,759,698	81%
2020	\$1,319,737	\$333,868	\$1,653,605	80%
2021	\$1,504,558	\$293,966	\$1,798,524	84%
2022	\$1,642,116	\$417,055	\$2,059,171	80%
2023	\$1,442,899	\$500,808	\$1,943,707	74%
2024	\$1,528,068	\$396,875	\$1,924,943	79%
2025	\$1,598,186	\$375,775	\$1,973,961	81%

City	Core Costs	Difference	Difference	
2000	\$684,000	\$702,107	\$18,107	3%
2001	\$741,390	\$738,660	-\$2,730	0%
2002	\$789,390	\$749,296	-\$40,094	-5%
2003	\$805,177	\$812,290	\$7,113	1%
2004	\$986,000	\$964,306	-\$21,694	-2%
2005	\$1,030,580	\$1,052,736	\$22,156	2%
2006	\$1,082,395	\$1,117,529	\$35,134	3%
2007	\$1,144,570	\$1,151,366	\$6,796	1%
2008	\$1,173,184	\$1,190,177	\$16,993	1%
2009	\$1,155,000	\$1,256,219	\$101,219	8%
2010	\$1,155,000	\$1,191,515	\$36,515	3%
2011	\$1,080,000	\$1,113,272	\$33,272	3%
2012	\$1,080,000	\$1,209,045	\$129,045	11%
2013	\$1,110,000	\$1,251,304	\$141,304	11%
2014	\$1,170,000	\$1,279,919	\$109,919	9%
2015	\$1,195,000	\$1,279,364	\$84,364	7%
2016	\$1,195,000	\$1,324,185	\$129,185	10%
2017	\$1,230,000	\$1,367,077	\$137,077	10%
2018	\$1,285,000	\$1,560,208	\$275,208	18%
2019	\$1,295,000	\$1,422,308	\$127,308	9%
2020	\$1,120,000	\$1,319,737	\$199,737	15%
2021	\$1,315,000	\$1,504,558	\$189,558	13%
2022	\$1,335,000	\$1,642,116	\$307,116	19%
2023	\$1,360,000	\$1,442,899	\$82,899	6%
2024	\$1,385,000	\$1,528,068	\$143,068	9%
2025	\$1,427,000	\$1,598,186	\$171,186	11%



## **Building and Grounds – Capital Plant / Seawall**

Steve Otis stopped by the library for a visit on Oct 9th and discussed the seawall. The discussion focused on the need for state and federal funding for the wall, discussion on partnering with the City to do the whole stretch of the wall, Library Aid construction funds, and additional grants. Steve will have Lisa send over information on other potential pools of funding. There was also a side discussion about overall funding, and setting up meetings with individual council members regarding overall operational funds.

Shelley Mayer's office is confirming a meeting on November 19<sup>th</sup> at 2 pm.

## **Nominating Committee**

The Nominating Committee has identified the following as the primary criteria for the Class of 2028:

1. Increase the gender balance of the board
2. Add members of the community with building, construction, or architectural knowledge.

Secondary criteria include:

1. Add members with finance, marketing, or communications backgrounds
2. Add members with the capacity to make or recruit major gifts

**Action : The Board approve the candidates for the Class of 2028.**

## Naming Procedures

Naming opportunities are determined by the Board of Trustees on a case by case basis. Once the Board approves a naming opportunity, a written agreement will be created between the donor and the Rye Free Reading Room for that naming opportunity. The agreement will include

- Conditions or terms
- Form of recognition
- Duration of naming opportunity
- Payment schedule

### Conditions or Terms

Any conditions or terms on the gift must be in alignment with the Rye Free Reading Room Gift Policy.

### Form of Recognition

Signage will be designed to suit the aesthetics of the library, and will be determined by the Rye Free Reading Room.

### Duration of naming opportunity

Naming opportunities contain no guarantee that a name will be used in perpetuity or beyond the useful life of the space, facilities, or specific named items. Naming of facilities (including spaces and furnishings), collections and programs in honor of individuals, corporations or other organizations will have a set number of years attached to the naming. The number will be determined on a case-by-case basis but will not exceed the useful life of the spaces, facilities or specific named items. Generally, bookshelves, bookcases, and collections are named for 10 years, while building fixtures and rooms will be named for 20 years.

### Payment Schedule

Naming opportunities are available for outright gifts as well as for long-term pledge agreements with the stipulation that these pledges will be paid over a maximum period as determined by the Board of Trustees. Naming opportunities require at least a 75% payment prior to any public recognition. Unfulfilled pledges will result in the termination of the naming opportunity, or a substitution as determined by the Board of Trustees.

### Naming for Donor Recognition

The Director maintains a list of Board approved commemorative gift opportunities (e.g. meeting rooms, reading areas, study areas and other interior spaces, furnishings, books and other material comprising the collections, equipment, gardens, walkways, etc.) and their costs. These naming opportunities are available for individuals, families, foundations, corporations and other organizations. Donors who wish to name approved areas, collections, or existing programs or services from this list must meet the specified funding level if they wish to have their name exclusively associated with that approved naming opportunity. The list shall not be exhaustive, and the Board of Trustees may consider naming opportunities not included on the list.

### Naming for Honorific Purposes

In extraordinary circumstances, the Board of Trustees may approve a naming opportunity within the interior or exterior of the Library for honorific purposes. Honorific names may include historical events, people and places, the history of Rye, New York and the United States, and local landmarks or prominent geographical locations. Preference will be given to those who have contributed in significant ways to the Rye Free Reading Room. No current employees, trustees, elected officials, or appointed officials are eligible for any naming opportunities during her/his tenure. With the exception of bookshelf naming opportunities, a year must pass before consideration can be given to honoring a deceased person or a significant historical event.

### Renaming Areas of the Rye Free Reading Room

The Board of Trustees may rename an area of the library, such as facilities, collections or programs. However, this will only be done after careful consideration of the reason for doing so, review of any agreement or documentation that covers the existing name, the historical significance of that name, and costs associated with making the change.



<b>Lower Level</b>			
Finance Office			
Staff Offices			
Teen Fiction			
Teen Study Booth 1			
Teen Study Booth 2			
Teen Study Booth 3			
Teen Space			
Teen Media Furniture	Auxiliary Board	2023	
Bay Window			
Discovery Zone	Auxiliary Board, The Salice Family Foundation	2024	
<b>Main Floor</b>			
Vestibule			
Left Reading Room	Charles G. Strater	1984	
Left Fire Place	Sarah Wise Miller	2014	
New Fiction Collection	Melba Silver	2003	
Right Reading Room	Marcia Dalphin	1984	
Right Fire Place	Mary Sykes	2014	
Circulation Desk			
Director's Office			
Brookside Reading Area			
Children's Room			
Children's Fiction			
Children's Non Fiction			
Children's Early Reader			
Children's Young Reader			
Children's Bay Window			
Children's Staff Furniture			
Children's Shelf Seats	Auxiliary Board	2023	
Children's Picture Bookcases	Auxiliary Board	2022	
Patio	Edelman Family	2003	
Patio Benches	Auxiliary Board	2023	
Meeting Room			

Staircase		
<b>Second Floor</b>		
Left Reading Room		
Left fire place		
Front study room	Ogden Nash Room	2010
Back study room		
Small room 1		
Small room 2		
Small Room 3		
Right Reading Room		
Right fireplace		

<b>Lower Level</b>		
Teen Fiction	21 sections	
Teen Non Fiction	3 sections	
Teen Comics	4 sections	
Teen Manga	9 sections	
Teen New Books	1 section	
<b>Main Floor</b>		
Large Print	5 Sections	
Mystery	7 Sections	
New Non Fiction	3 Sections	
Adult Fiction	22 Sections	
Adult Fiction	6 short sections	
Holds	2 sections	
Media	8 Sections	
Gaming	1 Section	
Home Non Fiction	7 Sections	
Travel Non Fiction	5 Sections	
<b>Children's Collection</b>		
Fiction	21 Sections	
Non Fiction	16 Sections	
<b>Second Floor</b>		
Biography	7 Sections	
Nature	1 Section	
Play	1 Section	
Work	1 Section	
Art and Lit	3 short Sections	
Body	3 Sections	
Body	1 short section	
Times	7 Sections	1 Shelf for Michael Temple 1 Shelf for Paul Tillotson

Possible Pricing

<b>Pricing – Collection Funds</b>	
Books	\$35,000
Digital Materials	\$
Games	\$10,000
<b>Pricing – Fixtures and Furnishing</b>	
Meeting Room	\$250,000
Brookside Reading Room	\$100,000
Director’s Office	\$100,000
Circulation Desk	\$50,000
2 <sup>nd</sup> Floor Study Room	\$50,000
Fire Place	\$25,000
Bookcase	\$15,000
Bookshelf	\$5,000

## Mission Moments

The Annual Campaign has started! Become a Friend of the Rye Free Reading Room. Friends support FREE access to information and resources for all and promotes literacy, culture, and community connections. Friends get exclusive access to purchase Novel Night tickets, invitations to author meet and greets before the public program, early access to the library book sale, fee-free art exhibits, reduced price meeting room, and more. Make a donation in any amount at <https://friends.ryelibrary.org>

### Notable Activities

Tuesdays at 4 pm : After School Sensory Storytime

An interactive literacy exploration program for all ages and their caregivers. This program will encourage sensory play and will also include a visual schedule, sensory toys, and interactive picture books.

Thursday, Nov 7 at 6:30 pm : Autumnal Centerpiece

Join us to create a lovely autumnal centerpiece for your holiday table that can be used for years to come. The library will supply the materials, you supply the creativity. Registration required.

Monday, Nov 11: Library Spelling Bee for Middle School and High School

Sunday, Nov 17 at 12:30 pm – Mark Schenker lecture : T. S Eliot

Most of us are familiar with various lines written by Eliot, but how many of us know what these lines (not to mention the rest of the poem) mean? Mark will unravel the meaning of two of the most important works of this poet, who is name is synonymous with modernism in poetry. If you are not sure what the term “modernism signifies,” Mark will likely explain that as well.

Wed, Nov 20 at 7:00 pm – Read in Rye : Margot Clark-Junkins

Experience an "as it happened" narrative of World War II through Sidney A Olson's mostly unpublished and unedited dispatches. Margot Clark-Junkins guides readers through Olson's journey, highlighting the tremendous work of war correspondents and delivering an eyewitness account of 6 months across the European Theater. Copies will be available for purchase and signing. Friends Reception at 6:30 pm