

**September 24, 2024
Board of Trustees Meeting
Agenda**

1. Roll Call
2. Public Comment
3. Consent Items (VOTE)
 - a. July 2024 minutes (Attachment) pg. 2
 - b. July 2024 financials (Attachment) pg. 5
 - c. August 2024 financials (Attachment) pg. 10
4. President's Report
 - a. Trustee Education (Attachment) pg. 15
 - b. Trustee Dashboard (Handout) pg. 16
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report pg. 17
 - ii. Adult Report pg. 18
 - iii. Teen Report pg. 19
 - iv. Children's Report pg. 20
6. Board Discussion
 - a. Development Committee
 - i. Membership (Attachment) pg. 21
 - b. Finance Committee
 - i. 2025 Budget (Attachment, VOTE) pg. 22
 - c. Building and Grounds Committee
 - i. Seawall Update (Attachment) pg. 23
 - d. Nominating Committee
 - i. Class of 2028 characteristics (Attachment) pg. 24
 - e. Mission Moments (Attachment) pg. 25
7. New Business
8. Executive Session

Next meeting dates: Tuesday, October 29 – 7:30 pm
 Tuesday, November 19 – 7:30 pm

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

Minutes of the July 23, 2024 RFRR Board Meeting

Present: Jan Kelsey, Kathleen Riegelhaupt, Lina Eroh, Georgia Dyer, Lizzie Parks, Diane Martin, Jaclyn Shanahan, Katie Vernace, Shelly Huber, Megan Monaghan, Emilie Reddoch, Jill Macvicar, Maria Seiler, Jen McArdle

Kirstin Bucci called the meeting to order at 7:40. County Executive George Latimer was in attendance. He spoke briefly to the board members thanking them for all their work in supporting and maintaining such a valuable community asset as the RFRR. He offered his support and assistance if there was anything the library needed from Westchester County.

Consent Agenda

The Consent Agenda includes the June 2024 meeting minutes, the June 2024 financial statements, and new Auxiliary Board members. Shelley moved that the consent agenda be approved. Jennifer seconded. All approved.

President's Report

Kirstin reminded the board members about required trustee continuing education. There is a new requirement for annual sexual harassment prevention training.

Staff Reports

Director's Report

Chris reported that there has been good progress on the Discovery Zone. He presented the second quarter statistics. Overall there is a positive trend in the use of materials. Streaming sticks are circulating regularly. There was a downturn in music circulation because we have no CDs. The summer reading game has been a driver for new card holders. Attendance at programs is growing despite slightly fewer programs.

Adult Services

Catherine reported that training sessions for the use of Libby, the online resource, are being offered as well as one-on-one sessions. The Sunday mah jongg group is growing slowly but steadily. Pies and Pages has been rescheduled for September.

Teen Services

The swordcraft demonstration had 54 attendees. It may be featured in an upcoming ALA newsletter. Teen librarian leads group bike tours around town. Blue Skies Camp group comes in regularly.

Children's Services

Over 200 children have signed up for the summer reading program. Additional books needed to be ordered to support the program and as prizes. The library hosts 3 classes a week from Blue Skies Camp for craft making.

Board Discussion

Discovery Zone

Kathleen reported that the Salice Family Foundation has made a \$15,000 donation toward the construction and outfitting of the Discovery Zone.

Development

From June 1 to July 18, the library added 53 new Friends and 62 returning Friends. Invitations to the Discovery Zone Preview Party have been sent out via email to the Bibliophile, Curator and Scholar levels of Friends. Print invitations will be sent to those without email addresses. Lina suggested that the Auxiliary Board also be invited. All Friends are invited to the Book Sale Preview and Discovery Zone Showcase on September 13.

Finance

Katie reported on the 2023 audit. There were no surprises. The auditor praises the library's efficient process. 85% of revenue is spent on programs and services. The fact that this high percentage goes back to the community is appreciated by donors. She called for a motion to accept the 2023 audit. Jan so moved and Kathleen seconded. All approved.

The 990 form is a reflection of the audit. Katie then called for a motion to approve the 990 form. Kathleen so moved and Jan seconded. All approved.

Katie presented the 2025 budget. This is the budget that will be submitted to the city. It includes a proposed 2% increase from the city and increases in the goal of the Annual Campaign and contribution from the Auxiliary Board. Jan made a motion to authorize the director to present the 2025 Budget as presented to the city for the 2025 funding request. Shelley seconded. All approved.

Capital Plan

There was a discussion on potential capital projects and how to fund them. Some systems are approaching end of life but are still functioning properly. Kirstin called for a motion to authorize the Executive Committee to approve amendments to the 2025 budget on how Cap X is funded. Jennifer so moved and Jaclyn seconded. All approved.

NYS Construction Grant

Chris reported on the possibility of using this grant to partially fund the replacement of the boiler and hvac systems. After a discussion it was decided not to apply for a grant during this cycle.

Sea Wall

Chris reported that the library could not piggyback with the city on getting state funding. He will be meeting with Steve Otis to discuss any funding options.

Nominating

Megan reported that they have lined up two candidates and are working on a potential third. She requested that the trustees send her any suggestions.

Auxiliary Board

Georgia reported that general tickets for Novel Night went on sale on Monday. Books can be dropped off for the Book Sale during the week of September 7. The Book Sale Preview is September 13. The Book Sale is September 14 and 15.

Mission Moments

The library and the Rye Historical Society are hosting the bicentennial celebration of Lafayette's Farewell Tour of 1824 on Sunday August 18 on the Village Green and the Square House.

There being no further business Kirstin called for a motion to adjourn. Kathleen so moved and Nicole seconded. All approved. The meeting was adjourned at 9:01.

Action : The Board approve the July meeting minutes

July Financials

Income shows the second city funding payment, and a large annual campaign gift.

The biggest expense was the \$31,000 payment to WLS for automated services, as well as the security system monitoring cost.

On the combined report, the first round of Novel Night ticket sale income is reflected in the Temp Restricted / Designated column.

Action : The Board accept the July financial statements

Rye Free Reading Room
Income and Expense Report
For 7 Months Ending July 31, 2024

	Current Month 2024	2024 YTD Actual	2024 YTD Budget	2024 Budget
Income				
City of Rye	\$ 692,500	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000
Annual Campaign	\$ 69,110	\$ 118,555	\$ 145,833	\$ 250,000
Miscellaneous Income	\$ 7,523	\$ 22,536	\$ 20,417	\$ 35,000
Osborn Branch Library	\$ 3,792	\$ 32,859	\$ 29,935	\$ 51,317
Auxiliary Board Transfer	\$ -	\$ -	\$ 40,833	\$ 70,000
Endowment Transfer	\$ -	\$ -	\$ 61,250	\$ 105,000
	<u>\$ 772,925</u>	<u>\$ 1,558,950</u>	<u>\$ 1,683,268</u>	<u>\$ 1,896,317</u>
Expense				
Library Materials				
Books	\$ 6,905	\$ 46,239	\$ 51,850	\$ 88,885
Audio Visual	\$ 705	\$ 13,957	\$ 15,132	\$ 25,940
Periodicals	\$ 3,818	\$ 9,281	\$ 7,525	\$ 12,900
Programs	\$ 487	\$ 5,714	\$ 7,875	\$ 13,500
Ebooks/ Binding		\$ 8,991	\$ 23,917	\$ 41,000
	<u>\$ 11,915</u>	<u>\$ 84,182</u>	<u>\$ 106,298</u>	<u>\$ 182,225</u>
Library Operations				
Supplies	\$ 911	\$ 9,874	\$ 8,750	\$ 15,000
Equipment & Systems - New		\$ -	\$ 2,625	\$ 4,500
Equipment & Systems - Maintenance		\$ -	\$ 2,917	\$ 5,000
Automated Systems	\$ 33,459	\$ 70,187	\$ 47,396	\$ 81,250
Telephone	\$ 489	\$ 3,700	\$ 3,850	\$ 6,600
Postage		\$ 3,258	\$ 5,250	\$ 9,000
Printing & Publicity	\$ 696	\$ 16,045	\$ 18,667	\$ 32,000
Auditing	\$ 5,035	\$ 22,117	\$ 13,125	\$ 22,500
Legal Services		\$ -	\$ 1,167	\$ 2,000
Interest		\$ -	\$ -	\$ -
Transfer to Designated Account		\$ -	\$ -	\$ -
Miscellaneous	\$ 980	\$ 7,910	\$ 4,550	\$ 7,800
	<u>\$ 41,570</u>	<u>\$ 133,091</u>	<u>\$ 108,296</u>	<u>\$ 185,650</u>
Building Operations				
Heat	\$ 43	\$ 16,082	\$ 11,667	\$ 20,000
Light & Power	\$ 3,186	\$ 15,275	\$ 20,125	\$ 34,500
Water & Sewer	\$ 466	\$ 7,077	\$ 5,250	\$ 9,000
Fixtures, Furnishings & Equipment		\$ 5,614	\$ 2,917	\$ 5,000
Building Supplies	\$ 576	\$ 6,459	\$ 7,000	\$ 12,000
Contracted Services	\$ 3,712	\$ 34,371	\$ 41,825	\$ 71,700
Repairs & Maintenance		\$ 3,537	\$ 10,500	\$ 18,000
Insurance		\$ 21,740	\$ 20,053	\$ 34,376
Capital Projects Fund Transfer	\$ -	\$ 29,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 7,983</u>	<u>\$ 139,155</u>	<u>\$ 119,336</u>	<u>\$ 204,576</u>
Personnel				
Salaries	\$ 78,769	\$ 589,189	\$ 602,177	\$ 1,032,304
Social Security	\$ 5,725	\$ 43,074	\$ 46,066	\$ 78,971
Retirement		\$ -	\$ 60,897	\$ 104,394
Medical Insurance	\$ 6,307	\$ 45,316	\$ 47,730	\$ 81,823
Other Insurance	\$ (265)	\$ 2,739	\$ 9,333	\$ 16,000
Payroll Services	\$ 714	\$ 5,259	\$ 4,083	\$ 7,000
Staff Development	\$ 72	\$ 2,823	\$ 1,750	\$ 3,000
Miscellaneous		\$ -	\$ -	\$ -
	<u>\$ 91,322</u>	<u>\$ 688,400</u>	<u>\$ 772,037</u>	<u>\$ 1,323,492</u>
Total Income	<u>\$ 772,925</u>	<u>\$ 1,558,950</u>	<u>\$ 1,683,268</u>	<u>\$ 1,896,317</u>
Total Expense	<u>\$ 152,790</u>	<u>\$ 1,044,828</u>	<u>\$ 1,105,967</u>	<u>\$ 1,895,943</u>
Net Receipts (Expense)	<u>\$ 620,135</u>	<u>\$ 514,121</u>	<u>\$ 577,302</u>	<u>\$ 374</u>

**Rye Free Reading Room
Annual Campaign
July 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	
	SEP	16,977	16,056	
	OCT	81,183	134,064	
	NOV	67,548	35,114	
	DEC	66,435	64,832	
	Total	344,440	306,618	105,816
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
July 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	24,744	53,480	57,746	63,379	59,271
Appreciation	127,293	117,063	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,300,969	2,160,398	2,109,492	2,388,851	2,188,828
Endowment Performance	6.51%	7.39%	-7.44%	13.48%	2.25%
Return of S&P 500	16.70%	26.29%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	1.61%	5.53%	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2024	YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	-1%	37,522	(27,006)	29,727	12,815	114,631
Fixed Income	39%	759,858	760,448	775,964	884,363	647,426
Equities	60%	1,221,751	1,166,785	1,046,548	1,170,444	1,143,143
Gold	1%	22,655	19,117	16,964	17,096	26,754
Other	2%	31,496	30,573	46,723	71,182	32,810
Silvercrest Total	100%	2,073,282	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	13,951	55,631
Flores		76,650	(759)	75,891
Balf		27,390	68,776	96,166
Silvercrest		745,086	1,328,196	2,073,282
		\$ 890,806	1,410,164	2,300,970

For 7 Months Ending July 31, 2024

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,385,000	\$ -	\$ -	\$ 1,385,000
Annual Campaign	118,555	0	0	118,555
Contribution	-	249,266	0	249,266
Grants	-	0	0	-
Osborn Branch Library	32,859	0	0	32,859
Income from Invested and Equity	-	13,096	24,744	37,840
Miscellaneous	22,536	0	0	22,536
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-29,000	29,000	0	-
	<u>1,529,950</u>	<u>291,362</u>	<u>24,744</u>	<u>1,846,056</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation			<u>12,063</u>	<u>12,063</u>
Total Funds	1,529,950	291,362	36,807	1,858,119
Expense				
Library Materials				
Books	46,239	18,417	0	64,656
Audio Visual	13,957	0	0	13,957
Periodicals	9,281	0	0	9,281
Programs	5,714	45,715	0	51,429
Online Resources	0	0	0	-
Miscellaneous	<u>8,991</u>	<u>0</u>	<u>0</u>	<u>8,991</u>
	84,182	64,132	0	148,314
Library Operations				
Supplies	9,874	1,278	0	11,152
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	70,187	0	0	70,187
Telephone	3,700	0	0	3,700
Postage	3,258	0	0	3,258
Printing & Publicity	16,045	4,409	0	20,454
Auditing	22,117	0	0	22,117
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	<u>7,910</u>	<u>80</u>	<u>0</u>	<u>7,990</u>
	133,091	5,767	0	138,858
Building Operations				
Heat	16,082	0	0	16,082
Light & Power	15,275	0	0	15,275
Water & Sewer	7,077	0	0	7,077
Fixtures, Furnishings & Equipment	5,614	45,685	0	51,299
Building Supplies	6,459	5,636	0	12,095
Contracted Services	34,371	61,490	0	95,861
Repairs & Maintenance	3,537	0	0	3,537
Insurance	21,740	0	0	21,740
Miscellaneous	<u>0</u>	<u>0</u>	<u>14,636</u>	<u>14,636</u>
	110,155	112,811	14,636	237,602
Personnel				
Salaries	589,189	0	0	589,189
Social Security	43,074	0	0	43,074
Retirement	0	0	0	-
Medical Insurance	45,316	0	0	45,316
Other Insurance	2,739	0	0	2,739
Payroll Services	5,259	0	0	5,259
Staff Development	2,823	0	0	2,823
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
	688,400	0	0	688,400
Total Expense	1,015,828	182,710	14,636	1,213,175
Net Receipts/Expenses	514,121	108,652	22,171	644,944
Prior Year Funds	242,605	136,416	2,109,492	2,488,513
Balance	756,726	245,068	2,131,662	3,133,457

August Financials

August financials reflect a quiet overall month.

AV expenses are over budget due to some e-audio purchases. Some of those overages will be reallocated to the electronic materials line.

Overdrive invoices were not being received, and so these reflect several months of ordering.

Action : The Board accept the August financial statements

Rye Free Reading Room
Income and Expense Report
For 8 Months Ending August 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	\$ 10,330	\$ 128,885	\$ 166,667	\$ 250,000
Miscellaneous Income	\$ 1,104	\$ 23,640	\$ 23,333	\$ 35,000
Osborn Branch Library	\$ 3,207	\$ 36,066	\$ 34,211	\$ 51,317
Auxiliary Board Transfer	\$ -	\$ -	\$ 46,667	\$ 70,000
Endowment Transfer	\$ -	\$ -	\$ 70,000	\$ 105,000
	<u>\$ 14,641</u>	<u>\$ 1,573,591</u>	<u>\$ 1,725,878</u>	<u>\$ 1,896,317</u>
Expense				
Library Materials				
Books	\$ 8,818	\$ 55,057	\$ 59,257	\$ 88,885
Audio Visual	\$ 14,731	\$ 28,688	\$ 17,293	\$ 25,940
Periodicals	\$ 142	\$ 9,423	\$ 8,600	\$ 12,900
Programs	\$ 758	\$ 6,471	\$ 9,000	\$ 13,500
Ebooks/ Binding	\$ 12,219	\$ 21,210	\$ 27,333	\$ 41,000
	<u>\$ 36,668</u>	<u>\$ 120,849</u>	<u>\$ 121,483</u>	<u>\$ 182,225</u>
Library Operations				
Supplies	\$ 1,110	\$ 10,984	\$ 10,000	\$ 15,000
Equipment & Systems - New		\$ -	\$ 3,000	\$ 4,500
Equipment & Systems - Maintenance		\$ -	\$ 3,333	\$ 5,000
Automated Systems	\$ 6,616	\$ 76,804	\$ 54,167	\$ 81,250
Telephone	\$ 618	\$ 4,318	\$ 4,400	\$ 6,600
Postage	\$ 799	\$ 4,057	\$ 6,000	\$ 9,000
Printing & Publicity	\$ 3,312	\$ 19,358	\$ 21,333	\$ 32,000
Auditing	\$ -	\$ 22,117	\$ 15,000	\$ 22,500
Legal Services		\$ -	\$ 1,333	\$ 2,000
Interest		\$ -	\$ -	\$ -
Transfer to Designated Account		\$ -	\$ -	\$ -
Miscellaneous	\$ 1,283	\$ 9,185	\$ 5,200	\$ 7,800
	<u>\$ 13,738</u>	<u>\$ 146,822</u>	<u>\$ 123,767</u>	<u>\$ 185,650</u>
Building Operations				
Heat	\$ 45	\$ 16,127	\$ 13,333	\$ 20,000
Light & Power	\$ 4,101	\$ 19,376	\$ 23,000	\$ 34,500
Water & Sewer	\$ 351	\$ 7,428	\$ 6,000	\$ 9,000
Fixtures, Furnishings & Equipment		\$ 5,614	\$ 3,333	\$ 5,000
Building Supplies	\$ 322	\$ 6,780	\$ 8,000	\$ 12,000
Contracted Services	\$ 3,712	\$ 38,083	\$ 47,800	\$ 71,700
Repairs & Maintenance		\$ 3,537	\$ 12,000	\$ 18,000
Insurance	\$ 7,329	\$ 29,069	\$ 22,917	\$ 34,376
Capital Projects Fund Transfer	\$ -	\$ 29,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 15,860</u>	<u>\$ 155,014</u>	<u>\$ 136,384</u>	<u>\$ 204,576</u>
Personnel				
Salaries	\$ 79,444	\$ 668,634	\$ 688,203	\$ 1,032,304
Social Security	\$ 5,847	\$ 48,921	\$ 52,647	\$ 78,971
Retirement	\$ -	\$ -	\$ 69,596	\$ 104,394
Medical Insurance	\$ 2,941	\$ 48,257	\$ 54,549	\$ 81,823
Other Insurance	\$ -	\$ 2,739	\$ 10,667	\$ 16,000
Payroll Services	\$ 700	\$ 5,960	\$ 4,667	\$ 7,000
Staff Development	\$ 63	\$ 2,886	\$ 2,000	\$ 3,000
Miscellaneous		\$ -	\$ -	\$ -
	<u>\$ 88,994</u>	<u>\$ 777,396</u>	<u>\$ 882,328</u>	<u>\$ 1,323,492</u>
Total Income	<u>\$ 14,641</u>	<u>\$ 1,573,591</u>	<u>\$ 1,725,878</u>	<u>\$ 1,896,317</u>
Total Expense	<u>\$ 155,260</u>	<u>\$ 1,200,082</u>	<u>\$ 1,263,962</u>	<u>\$ 1,895,943</u>
Net Receipts (Expense)	<u>\$ (140,619)</u>	<u>\$ 373,509</u>	<u>\$ 461,916</u>	<u>\$ 374</u>

**Rye Free Reading Room
Annual Campaign
August 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	
OCT	81,183	134,064	
NOV	67,548	35,114	
DEC	66,435	64,832	
Total	344,440	306,618	116,146
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
August 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	27,271	53,480	57,746	63,379	59,271
Appreciation	152,229	117,063	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,328,432	2,160,398	2,109,492	2,388,851	2,188,828
Endowment Performance	7.78%	7.39%	-7.44%	13.48%	2.25%
Return of S&P 500	19.53%	26.29%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	3.07%	5.53%	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2024	YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	3%	56,120	(27,006)	29,727	12,815	114,631
Fixed Income	36%	745,487	760,448	775,964	884,363	647,426
Equities	59%	1,238,209	1,166,785	1,046,548	1,170,444	1,143,143
Gold	1%	23,129	19,117	16,964	17,096	26,754
Other	2%	34,276	30,573	46,723	71,182	32,810
Silvercrest Total	100%	2,097,221	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	14,893	56,573
Flores			76,650	180	76,830
Balf			27,390	70,417	97,807
Silvercrest			745,086	1,352,135	2,097,221
			\$ 890,806	1,437,625	2,328,431

For 8 Months Ending August 31, 2024

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,385,000	\$ -	\$ -	\$ 1,385,000
Annual Campaign	128,885	0	0	128,885
Contribution	-	286,764	0	286,764
Grants	-	0	0	-
Osborn Branch Library	36,066	0	0	36,066
Income from Invested and Equity	-	13,096	27,271	40,367
Miscellaneous	23,640	0	0	23,640
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-29,000	29,000	0	-
	<u>1,544,591</u>	<u>328,860</u>	<u>27,271</u>	<u>1,900,722</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation			<u>12,063</u>	<u>12,063</u>
Total Funds	1,544,591	328,860	39,334	1,912,785
Expense				
Library Materials				
Books	55,057	19,775	0	74,832
Audio Visual	28,688	0	0	28,688
Periodicals	9,423	0	0	9,423
Programs	6,471	46,925	0	53,396
Online Resources	12,219	0	0	12,219
Miscellaneous	<u>8,991</u>	<u>0</u>	<u>0</u>	<u>8,991</u>
	<u>120,849</u>	<u>66,700</u>	<u>0</u>	<u>187,549</u>
Library Operations				
Supplies	10,984	1,278	0	12,262
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	76,804	960	0	77,764
Telephone	4,318	0	0	4,318
Postage	4,057	0	0	4,057
Printing & Publicity	19,358	5,109	0	24,467
Auditing	22,117	0	0	22,117
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	<u>9,185</u>	<u>6,648</u>	<u>0</u>	<u>15,833</u>
	<u>146,822</u>	<u>13,995</u>	<u>0</u>	<u>160,817</u>
Building Operations				
Heat	16,127	0	0	16,127
Light & Power	19,376	0	0	19,376
Water & Sewer	7,428	0	0	7,428
Fixtures, Furnishings & Equipment	5,614	49,617	0	55,231
Building Supplies	6,780	5,636	0	12,416
Contracted Services	38,083	76,910	0	114,993
Repairs & Maintenance	3,537	0	0	3,537
Insurance	29,069	0	0	29,069
Miscellaneous	<u>0</u>	<u>0</u>	<u>14,636</u>	<u>14,636</u>
	<u>126,014</u>	<u>132,163</u>	<u>14,636</u>	<u>272,813</u>
Personnel				
Salaries	668,634	0	0	668,634
Social Security	48,921	0	0	48,921
Retirement	0	0	0	-
Medical Insurance	48,257	0	0	48,257
Other Insurance	2,739	0	0	2,739
Payroll Services	5,960	0	0	5,960
Staff Development	2,886	0	0	2,886
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
	<u>777,396</u>	<u>0</u>	<u>0</u>	<u>777,396</u>
Total Expense	1,171,082	212,858	14,636	1,398,576
Net Receipts/Expenses	373,509	116,002	24,698	514,209
Prior Year Funds	<u>242,605</u>	<u>136,416</u>	<u>2,109,492</u>	<u>2,488,513</u>
Balance	616,114	252,418	2,134,189	3,002,722

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.

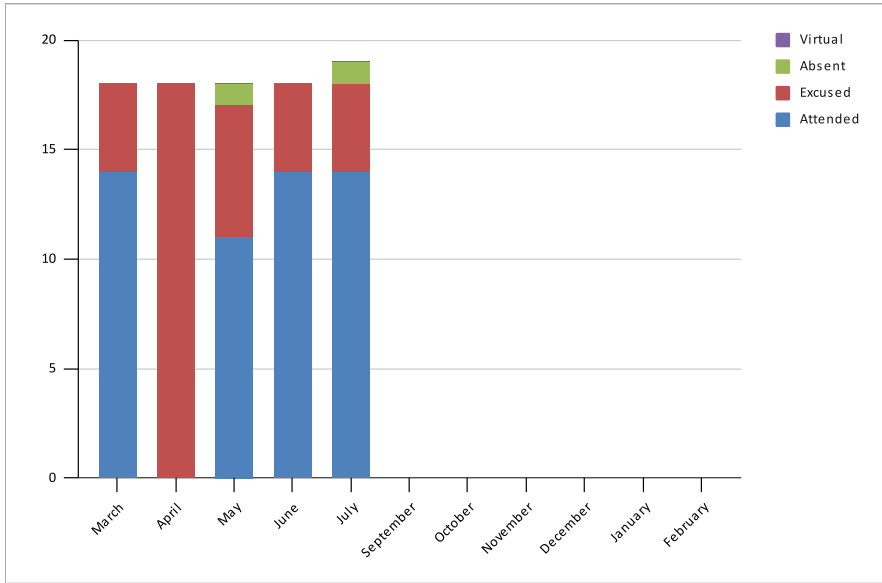
Pre-recorded Education Opportunities for 2024

- 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

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

Governance Structure: The Role of Board Officers and Board Committees
Tuesday, October 15th, 5:00-6:30PM [REGISTER](#)

Trustee Attendance



Trustee Attendance

	Attended	Excused	Absent	Virtual
March	14	4	0	0
April		18		
May	11	6	1	
June	14	4	0	
July	14	4	1	
September				
October				
November				
December				
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

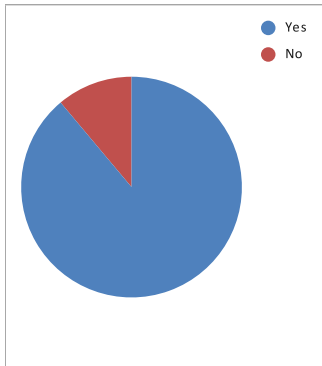
Policy

Shelley Huber (Chair)

Kid's Room Committee

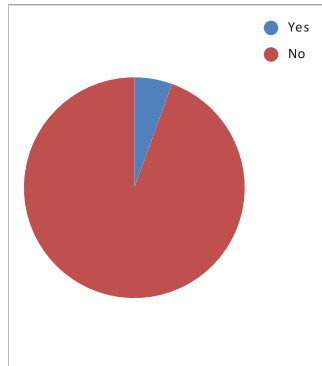
Lina Eroh (Co-Chair), Georgia Dyer (Co-Chair), Jan Kelsey, Kathleen Riegelhaupt, Katie Vernance, Jill MacVicar, Emilie Reddoch, Sarah Wise Miller (Nicole Cunningham, Lizzie Parks Ad-hoc)

Conflict of Interest



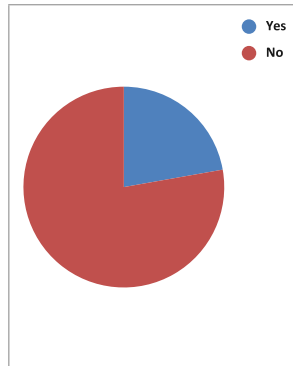
Yes 16
No 2

Trustee Education



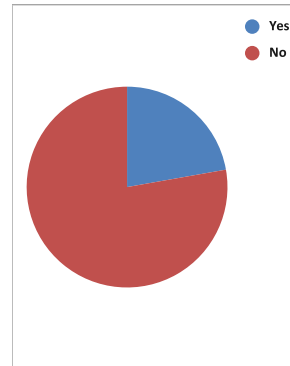
Yes 1
No 17

Trustee Giving



Yes 4
No 14

Sexual Harrassment



Yes 4
No 14

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Submitted 2025 funding request to the City of Rye
- Strategic Planning
 - Opened community needs survey

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Finalized flyer and letter for current and lapsed Friends
- Community Relations
 - Hosted Donor reception for Discovery Zone
 - Hosted Friends booksale and Discovery Zone preview
 - Arranged for children's room staff to attend elementary back to school nights
 - Discussed school and library collaboration with Dr. Byrne
- Fundraising
 - Assisted with the Booksale

BUILDING & GROUNDS:

- Completed Discovery Zone renovation

STAFF & PERSONNEL

- Attended programming webinar for library directors
- Opened recruitment for new part time building manager

Adult Services

PROGRAMMING:

- Redefining Home: A Guide to De-Cluttering & Rightsizing - By Emily Padilha Baldwin of Rye
- Bling's the Thing: Earring Design Workshop - Led by Joan Lloyd - For every pair participants make, they make a pair to donate to domestic violence shelters

COMMUNITY OUTREACH

- **Strategic Priority 1: Independent Reading Services**
 - 31 registered for summer reading & participants enjoyed exploring new books, the library, and Rye!
 - A new Rye resident enjoyed getting to know Rye & 1 patron wrote us a lovely thank you card!
 - Pies and Pages : Autumn Pairings
 - 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**
 - Offered two sessions of Libby training

SPACE BOOKINGS

- Local History Room – 48
- Left Study Room – 31
- Right Study Room - 34

ONE ON ONE APPOINTMENTS

- Notary Appointments – 12
- Technology Training - 14

Teen Services

PROGRAMMING AND DISPLAYS:

- We had amazing turnout for the summer reading finale, and steady attendance through the summer for events even after the program wrapped up in mid-August.
- The Adventure Club proved to be of interest to the community, and will be done again next year.
- Teen Summer Reading enrollment topped at 35 this year.
- Partnerships with new organizations for programs have been well received, with 9 kids coming to the Historical Miniatures game with plans for scheduling another with them in the Winter. The cheese tasting program had 18 kids, and all programs are anticipated to be hosted in the Teen Room with few special event exceptions going forward.
- Book displays currently honoring Hispanic Heritage month are being interacted with, and one for Banned Books week will be going up at the end of the month.

Strategic Goals - #1 Independent Reading

- Working with school teachers on curated reading lists for class assignments to increase reading

Strategic Goals - #4 Community Interest Advancement

- Collaboration with Ossining and Scarsdale libraries on an inter-library chess tournament is planned for another tournament hosted in Rye this time for the fall in addition to outreach established with the new RHS faculty advisor for the recently reestablished Chess Club at school
- Plans to attend the school's Open House/Back to School nights and conduct outreach are in the works as well

Materials

- Board games continue to circulate well though pieces can and do still go missing in the library as patrons are able to pull and play the games directly from the shelf without checking them out. We put in place a more formal system for getting them checked in.

Children's Services

Community Interest Advancement

- **Kid Cooking Adventures** wrapped up in August, with consistently full rosters every single week for both sessions. The kids love learning to make tasty snacks.
- **Adventurous Art** also wrapped up in August with solid attendance.
- **Mission: Math** continued to be popular, especially for the younger age group. It wrapped up in early August and we hope Kimaya will return next year to do this fun program again.
- Our August Friday Fun event was a Harry Potter STEM program and the kids had a great time. Another full roster!
- September we return to all of our regular programming, including Crafty Kids on Wed/Thurs and Cooking with Kids on bi-monthly Mondays.
- The Summer Reading Wrap-up Ice Cream Party was a great success. We received a donation of ice cream and toppings from Longford's and not a drop was left by the end of the day. This even saw it's largest attendance in several years.
- A new afternoon storytime has been added for the fall. Tuesdays at 4pm is a Sensory Storytime that encourages movement, participation, and uses props for experiential learning.

Independent Reading and Reading Drop-off Prevention

- This year we have over **200 kids** signed up for the Summer Reading program. This is a substantial increase over last year, and the highest number we have seen enrolled post-covid. We are very excited about this!
- We continue to order and display books on a bi-weekly basis for "Off the Shelf."
- Book Clubs will resume in October for 1st-5th graders.

Outreach

- Librarians attended back to school night at each of the 3 local public elementary schools to hand out flyers and calendars.
- Christ's Church Nursery School will be visiting at the end of September to have a short storytime and learn about the library.

Annual Campaign / Development

2024 Be a Friend Campaign

Update

We have added another 60 new Friends to the library, and have 70 reactivated Friends as a result of Novel Night Ticket sales. Those two groups provided about \$6,500 in revenue.

The Annual Campaign will be in mailboxes on September 28th. There are three mailings:
General Mailing to the Community – 4 color flyer
Letter to Current Friends – letter and pledge card
Letter to Lapsed Friends – letter and pledge card

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 – 2025 Budget

The Finance Committee will be reviewing the 2025 Budget on July 22nd.

The major factors impacting the 2025 budget are:

- New labor agreement with CWA
- Retirement Costs
- Utility Costs
- Automated services, including WLS, Sonitrol, Donor Perfect

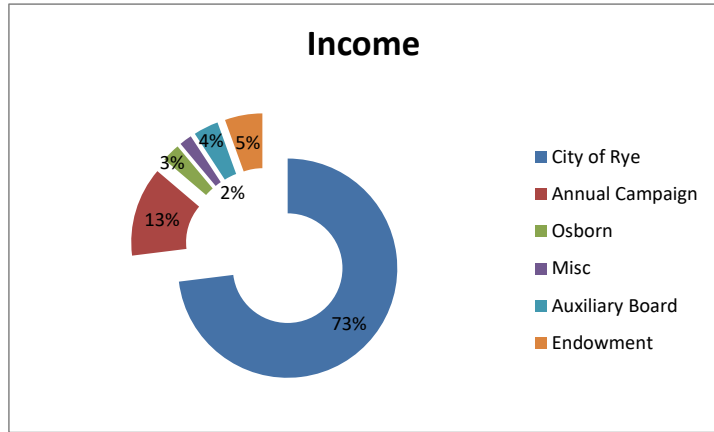
The draft budget assumes increased revenue from all primary funding sources, except for miscellaneous income. The increases are:

- \$25,000 increase from the City of Rye
- \$15,000 increase from the Annual Campaign
- \$10,000 increase from the Auxiliary Board
- \$5,000 increase from the Endowment Draw
- \$1,749 increase from the Osborn

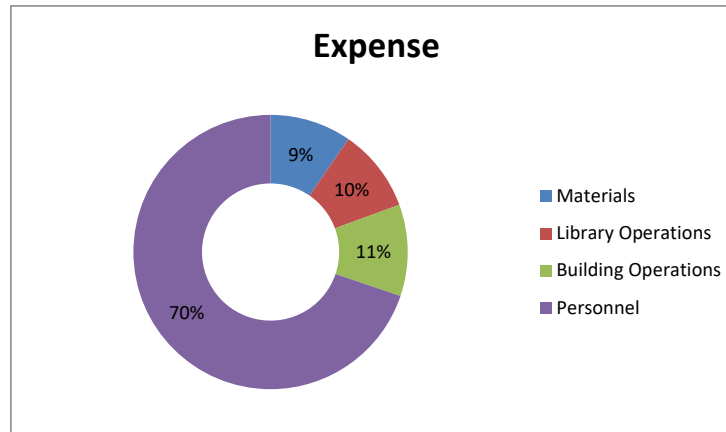
The City of Rye will ask for the library's funding request for 2025 sometime in August or early September to begin their budgeting process. The City Manager will make a recommendation on the funding amount to the City Council in a budget presentation on Wednesday, November 6th. After that presentation, the library will participate in a budget presentation meeting in November, and the City Council will make any changes to City Manger's proposed budget before it is adopted on Wednesday, December 18th.

NYSLRS provided an estimate on September 9th for the 2025 retirement costs, and that estimate is \$15,000 over the currently budgeted amount – \$126,000 estimated vs \$111,000 budgeted. An updated funding request was submitted to the city to account for that increase.

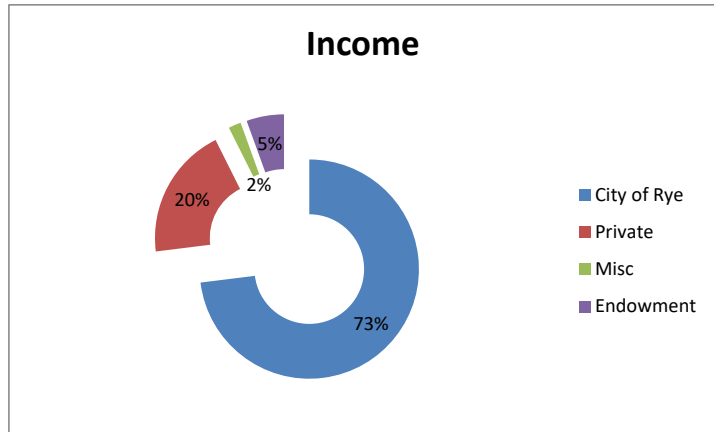
Source	Income
City of Rye	1,385,000
Annual Campaign	250,000
Osborn	51,317
Misc	35,000
Auxiliary Board	70,000
Endowment	105,000



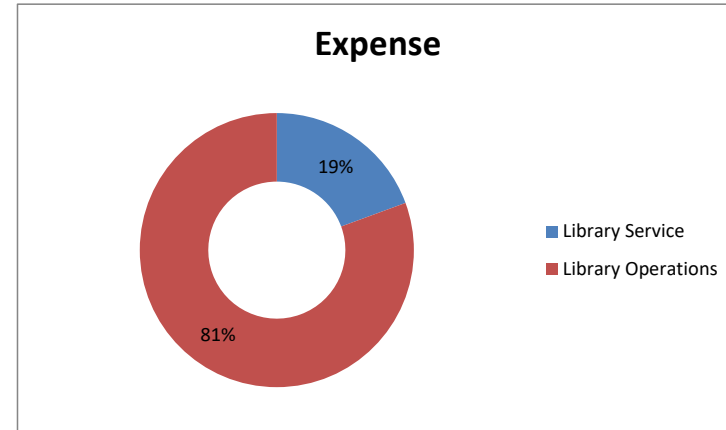
Activity	Expense
Materials	182,225
Library Operations	185,650
Building Operations	204,576
Personnel	1,323,492



Source	Income
City of Rye	1,385,000
Private	371,317
Misc	35,000
Endowment	105,000



Activity	Expense	Personnel	Expense
Library Service	367,875		
Library Operations	1,528,068	Personnel	1,323,492



Building and Grounds – Capital Plant / Seawall

Following up on the discussion at the July meeting, Chris met with City staff to discuss funding for the capital maintenance fund. While acknowledging the need, the City was not in support of funding ongoing capital projects. This was due to concerns over scope creep with other organizations, as well as the larger proportion of public funding to the library comparable to other agencies and activities. There is interest in incorporating the seawall work into the ongoing proposals for the Locust Ave Bridge, as that ties directly with flood prevention work and protecting the downtown.

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

At this time, there are two potential candidates that meet at least one of the primary criteria. Nominating Chair Megan Monaghan will be reaching out to trustees with strong connections to the individuals to have an initial conversation about serving on the board.

Trustees who have recommendations for the Class of 2028 should contact Megan.

Mission Moments

September is National Library Card month! Get your library card today at <https://www.ryelibrary.org/get-a-card/> . Email reference@ryelibrary.org if you think you have a card, but aren't sure.

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.

Saturday, Sept 28 at 2 pm : Chemistry Fair

Rye High School Chemistry Club sparks a reaction on the Village Green – slime, paper airplanes, and more – it's a science fun day for all ages.

Wednesday, Oct 23 at 6:30 pm – The Women Pioneers of American TV

Evan Weiner, author of numerous books on sports and culture, discusses the women who graced the small screen during the 1940's and 50s.

Sunday, Oct 27 at 12:30 pm – Heart of Darkness with Mark Schenker

When this novella was first published as a serial in 1899, in the popular monthly Blackwood's Magazine, few of that magazine's subscribers could have foreseen the fame that Conrad's story would eventually garner, or the fierce debates it would later provoke.