

DIRECTOR'S REPORT

January 2023

COMMUNITY OUTREACH

- The Climate Action Toolkit Workshop, co-hosted by Sustainable Hudson Valley & Climate Smart Rhinebeck, was great - with an impressive presentation, 75 attendees, and excellent engagement.
- Some of the non-profits and clubs that meet here: Rhinebeck Science Foundation, Culture Connect, Village Subcommittees, CLS Lego Robotics Club, Rhinebeck Garden Club, Community Garden.
- Check out the upstairs exhibit featuring historic photos of Rhinebeck in the winter, presented by Museum of Rhinebeck History.

FUNDRAISING

- **Annual Appeal:** Since the appeal was announced online at the end of October, we have brought in over \$44,000. Historically, we haven't set an end date for appeals. They usually continue until the next appeal begins, and any donations that arrive with an appeal card count towards the most recent appeal. That doesn't include donations made for specific purposes, endowment contributions, or bequests.
- **Donor Management Software:** We have started the transition project to move to Bloomerang, with a target "go live" date of April 28. Until then, we will continue recording donations with GiftWorks.

POLICY

- Rowan and I have been drafting a more robust policy section for the website, which is required by the state's minimum standards.
- I have a draft of the Employee Handbook but am continuing to revise it based on comparisons to other libraries and input from Brooke's library management course materials.
- I recommend that the Governance committee pick a regular date to meet every month.

EXPANSION PLANS

- Separate agenda item

PROGRAMS

Attendance	Total 2022	Dec 2022	Jan 1-20
All events	5074*	1294**	436

*Includes estimates for outside clubs and non-profit organizations that use Starr as a meeting space.

**Includes book sale, Sinterklaas, and RHS Senior Passion Project event..

Highlights since our last meeting:

- **Literary:** Book Club Holiday Party, Author Talk: Joseph Luzzi
- **Technology:** Device Advice, Teen Geeks Tech Help
- **Community Engagement:** Climate Action Toolkit Workshop, Narcan Training
- **Youth:** After School Dungeons & Dragons, KidPix Digital Art, STEAM Workshop
- **Ongoing:** Lego Hour, Storytime, Mahjong, Scrabble, Music & Movement for Toddlers, Chair Yoga, Brain Games, Qigong, Tai Chi, Sound Meditation, Classical Guitar

PATRON SERVICES & COLLECTIONS

- **The Teen Space** continues to be a work-in-progress. We have ordered new furniture and lined up the painter and electrician to install a new charging strip where the laptop bar will be. I'm looking into options for a coffee station. We are beginning to plan a party to celebrate the Teen Space with a performance by a local teen band and an art exhibit curated by teens.
- We did a complete overhaul of the travel section, weeding outdated guides and ordering new ones from Oblong. We are also beginning a major weeding in the children's collection, with the goal of reducing crowding on the shelves.

PERSONNEL

- I would like to publicly thank Brooke Stevens for her excellent collection development work. As I have been getting up to speed on so many other areas of administration and planning, Brooke has taken on the majority of the work related to ordering new materials and managing electronic content, and she oversees all processing of new materials and deletion of old materials.
- We are close to hiring a new PT circulation desk staff person, after receiving more than 60 applications for the position. The new person will work Friday afternoons, Saturdays and Mondays.

BUILDING & GROUNDS

- **Shed:** The shed was installed! We are waiting for finishing touches (replacing a warped door and window that came broken) and will start filling it on a warm day.
- **Handyman Work:** We still need to find a new person to do minor carpentry and repair work. Please let me know if you have suggestions.
- **Tree Work:** Holding off until spring
- **Accessibility:** Holding off until spring on paving and door improvements

BUDGET 2022 FINAL

- At the December meeting, I prepared conservative estimates for final income and spending for 2022. It turns out that I underestimated our income and overestimated our spending. The major areas of difference were that the annual appeal and other donations outperformed my estimate and the final salary number came in lower than I anticipated.

- We knew the budget wasn't going to balance in 2022, primarily due to the unexpected severance cost and the underfunded insurance mistake, but it wasn't as bad as I thought it would be. The library ended up overspending the 2022 budget by \$29,592 instead of what I estimated as \$48,011 (a difference of \$18,419 in our favor).
- This does not take into account the savings we will achieve by switching insurance carriers.

	Estimate	Actual	Difference
Total Income	622,242	635,175	12,933
Total Expense	-670,253	-664,767	5,486
	(48,011)	(29,592)	18,419

OTHER

- As part of the state's minimum standards, we must provide an annual report to the community. The staff will produce this in electronic format and as a paper handout available in the library before submitting the annual report to the state. The goal is for the beginning of February.
- The staff and I will also be compiling and submitting the annual report to the state before the next meeting.
- **Charter:** We have to delay action with the NY State Dept of Library Development (DLD) until we have a full slate of trustees.

SUGGESTED FOCUS FOR THE BOARD

- Please promote our joint event with Upstate Films and the Museum of Rhinebeck History, screening *Sweet Violets* on Feb 12, and Brad Shur's Puppet Show on Feb 25.

STATISTICS

Total Rhinebeck Patrons (including Homebound) as of 1/19/23: 5,774 cardholders

New Rhinebeck Patrons added in 2022: 403 cardholders

