

**Tuesday, December 14, 2021
7:30 pm Board of Trustees Monthly Meeting
Community Meeting Room**

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve November 2021 meeting minutes (Attachment)
 - b. Accept the November 2021 financial statements (Attachment)
 - c. Approve the 2022 Holiday Closing Schedule (Attachment)
 - d. Approve the 2022 Board of Trustee Meeting Dates (Attachment)
4. President's Report
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 - ii. Adult Report
 - iii. Teen Report
 - iv. Children's Report
 - b. Auxiliary Board
6. Board Discussion
 - a. 2021 Committees
 - i. Development Committee
 - ii. Nominating Committee
 1. Approve Class of 2025 and Executive Slate (Handout)
 - b. Policy Review (Attachment)
 - c. Architect / Space Planner update (Attachment)
 - d. Rye TV
 - e. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, January 25 – 7:30 pm
 Thursday, February 24 – 7:30 pm – Annual Meeting

Call in number: 888-617-3400
Passcode: 219111



Minutes of the November 16, 2021 RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:35. No one from the public was in attendance.

Consent Agenda

Kathleen pulled the October financials out for discussion. The consent agenda contains the minutes of the October 2021 meeting. Sara moved to approve the consent agenda and Jan seconded. All approved.

President's Report

Kathleen thanked Chris for hosting the spelling bee this past week. The library met with the city for its annual budget meeting at 5:30 this afternoon. The library requested a 1.5% increase from the city. Kathleen commented that the entire budget was put through. The city acknowledged that the library was taking on a portion of Rye TV.

Director's Reports

Chris reported that the library was closed on November 12 so that the staff could relocate the children's materials to the children's room. The shelves are sparse because of the lost books. Many thanks to the staff for all the hard work. Ordering for children's materials has been resumed. Frances asked about insurance coverage for the flood damage. Chris reported that claims have been filed. There is no coverage for the books, only structural material such as drywall, boiler and sewage. Repair costs were about \$135,000. About \$35,000 of which was uncovered by insurance. The estimate on the loss of the children's book collection is \$75,000. The total of these two (\$110,000) will come out of general funds. Chris pointed out that restoring the children's collection is a good rallying cry for donors. The PTOs have offered to include the library's need in their book fairs. Chris has approached several family foundations for support for restoring the library after the flood damage. Antonelli, the landscaper, donated a landscaping update and clean up.

Staff Reports

Adult Services

Catherine reported that deliveries have resumed from Baker & Taylor. There is an issue with adult programming. People are still concerned about in person programming and, therefore, want zoom programming. There is some zoom fatigue, however, and attendance at these programs is down. In the new year there will be a "Cook it Together" program on zoom during which the participants will also be cooking. The large print and mystery collections are being weeded. Our discards are sent to Better World Books.

Teen Services

The teens have their space back and they are returning to the library.

Children's Services

The children's room has been rearranged to provide better sight lines and allow for programming in the room. Marilyn Castello will be presenting a bi-lingual music program. Orders have resumed for children's materials including many series books.

Financials

Ted reported that our expenses were higher because of building repair. On the personnel side they were lower. Revenue has had a great start with a good response to the annual campaign. The endowment return is up 11%. According to Chris we will hear from the city in December about our budget request. Frances moved to accept the October financials. Sara seconded. All approved.

Auxiliary Board

Grace reported that the date for Novel Night 2022 has been changed to October 15. The previous planned date was the same as the Osborn Scare Fair. The location for the after party has also been changed to Mamaroneck Beach & Yacht Club. This turns out to be a savings because of lower rental and per head fees. This earlier date may also permit hosts to hold their parties outdoors. Frances asked about ever having a tent on the village green for the after party. There was concern about liability

Development Committee

The campaign is ten donors ahead of last year at this time. Gifts are averaging \$100 more per gift than last year. The next mailer will go out in mid December.

Nominating Committee

Emilie proposed the name of one more candidate. Bios of all the candidates were passed out. A description of the role of a library trustee has been prepared. Sara moved that the slate of nominees be approved. Ted seconded. All approved. Emilie now will formally approach the four nominees and Chris will have coffee with each of them in the coming weeks.

Policy Review

There will be a report at the December meeting. Sara commented that the three policies under review had clearly been written at different times and should be made more cohesive.

Mission Moments

Kathleen suggested that the annual campaign should emphasize that the children's collection was not covered by insurance. It should also be mentioned that we are looking at architectural firms

to make some major improvements in the children's room. Upcoming events include an archaeological presentation about ivory from shipwrecks and the food historian about cookies.

There being no new business, Sara moved to adjourn the meeting. Emilie seconded. All approved. The meeting was adjourned at 8:20.

Action: The Board approve the November 2021 meeting minutes

November Financials

For November

- Annual Campaign income is trending well
- Two payments came in from the Osborn
- Bedford payment of \$75K and Belfor payment of \$57K were sent out. A \$25K insurance check to us was mailed 12/7/2021.
- Regular insurance payment was sent to Regan Agency
- Salary expense is lowered by \$7,200 - Paid Family Leave checks were sent to the library, and then paid out to the employee
- Medical insurance is slightly higher this month due to a delayed bill from the city of Rye
- The NYSLRS payment is higher than budgeted - \$97,000 vs budget of \$81,000. The rates increased from 15 and 9% to 18% and 15% for Tier 4 and Tier 6 respectively. That will be reflected in the December financials, along with the endowment transfer.
- Combined report shows \$25K in income from a gift designated for flood renovations

Action : The Board accept the November 2021 Financial Statement

Rye Free Reading Room
Income and Expense Report
For Eleven Months Ending November 30, 2021

	Current Month 2021	2021 YTD Actual	2021 YTD Budget	2021 Budget
Income				
City of Rye	\$ -	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
Annual Campaign	\$ 88,772	\$ 239,679	\$ 150,000	\$ 225,000
Miscellaneous Income	\$ 4,201	\$ 21,543	\$ 20,247	\$ 22,000
Osborn Branch Library	\$ 7,747	\$ 36,837	\$ 46,777	\$ 51,029
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 95,000
	<u>\$ 100,720</u>	<u>\$ 1,613,059</u>	<u>\$ 1,532,024</u>	<u>\$ 1,770,529</u>
Expense				
Library Materials				
Books	\$ 7,208	\$ 45,877	\$ 66,000	\$ 72,200
Audio Visual	\$ 4,158	\$ 16,878	\$ 33,445	\$ 36,485
Periodicals	\$ 4,111	\$ 16,037	\$ 11,825	\$ 12,900
Programs	\$ 856	\$ 6,255	\$ 6,875	\$ 7,500
Ebooks/ Binding	\$ 1,253	\$ 21,253	\$ 18,433	\$ 20,100
	<u>\$ 17,586</u>	<u>\$ 106,300</u>	<u>\$ 136,578</u>	<u>\$ 149,185</u>
Library Operations				
Supplies	\$ 3,763	\$ 17,815	\$ 11,917	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 4,125	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 4,583	\$ 5,000
Automated Systems	\$ -	\$ 73,456	\$ 67,000	\$ 67,000
Telephone	\$ 170	\$ 2,030	\$ 5,500	\$ 6,000
Postage	\$ 958	\$ 5,864	\$ 7,800	\$ 10,000
Printing & Publicity	\$ 3,065	\$ 29,118	\$ 38,000	\$ 40,000
Auditing	\$ -	\$ 17,894	\$ 17,500	\$ 17,500
Legal Services	\$ -	\$ 8,778	\$ 1,833	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,219	\$ 15,814	\$ 7,150	\$ 7,800
	<u>\$ 9,175</u>	<u>\$ 170,769</u>	<u>\$ 165,408</u>	<u>\$ 172,800</u>
Building Operations				
Heat	\$ 363	\$ 8,922	\$ 8,800	\$ 10,000
Light & Power	\$ 1,880	\$ 24,181	\$ 29,500	\$ 31,500
Water & Sewer	\$ 178	\$ 5,423	\$ 6,417	\$ 7,000
Fixtures, Furnishings & Equipment	\$ 1,068	\$ 3,818	\$ 4,500	\$ 5,000
Building Supplies	\$ 750	\$ 9,854	\$ 11,000	\$ 12,000
Contracted Services	\$ 5,076	\$ 73,583	\$ 58,667	\$ 64,000
Repairs & Maintenance	\$ 133,701	\$ 160,233	\$ 16,500	\$ 18,000
Insurance	\$ 5,763	\$ 29,548	\$ 28,417	\$ 31,000
Miscellaneous	\$ 314	\$ 414	\$ -	\$ -
	<u>\$ 149,093</u>	<u>\$ 315,976</u>	<u>\$ 163,801</u>	<u>\$ 178,500</u>
Personnel				
Salaries	\$ 71,254	\$ 803,739	\$ 908,416	\$ 991,000
Social Security	\$ 5,924	\$ 61,665	\$ 69,549	\$ 75,872
Retirement	\$ -	\$ -	\$ -	\$ 81,515
Medical Insurance	\$ 11,057	\$ 84,974	\$ 85,926	\$ 93,737
Other Insurance	\$ -	\$ 6,740	\$ 12,900	\$ 13,800
Payroll Services	\$ 545	\$ 6,244	\$ 4,675	\$ 5,100
Staff Development	\$ -	\$ 3,404	\$ 2,292	\$ 2,500
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 88,780</u>	<u>\$ 966,766</u>	<u>\$ 1,083,758</u>	<u>\$ 1,263,524</u>
Total Income	<u>\$ 100,720</u>	<u>\$ 1,613,059</u>	<u>\$ 1,532,024</u>	<u>\$ 1,770,529</u>
Total Expense	<u>\$ 264,634</u>	<u>\$ 1,559,811</u>	<u>\$ 1,549,545</u>	<u>\$ 1,764,009</u>
Net Receipts (Expense)	<u>\$ (163,914)</u>	<u>\$ 53,248</u>	<u>\$ (17,521)</u>	<u>\$ 6,520</u>

**Rye Free Reading Room
Annual Campaign
November 2021 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2019</i>	<i>2020</i>	<i>2021</i>
Donations received & deposited in	JAN	10,981	59,213	29,771
	FEB	2,960	16,352	9,764
	MAR	1,445	2,134	4,471
	APR	7,483	600	7,031
	MAY	3,225	492	3,077
	JUN	2,565	371	3,820
	JUL	2,406	4,267	2,850
	AUG	16,020	6,183	1,940
	SEP	2,345	4,017	37,884
	OCT	15,966	36,564	50,299
	NOV	17,269	64,037	88,772
	DEC	126,454	77,720	0
	Total	209,119	271,950	239,679

Donations to Previous or Subsequent Annual Campaigns

Donations to <i>prior</i> Annual Campaigns	10,981	56,154	24,193
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	10,981	56,154	24,193

Rye Free Reading Room
Endowment Report
November 2021

Endowment Inflows/Outflows:	YTD 2021	YTD 2020	YE 2019
Beg of Period (Market Value)	2,188,828	2,233,617	2,011,113
Expenses	(15,674)	(13,845)	(14,745)
Transfer to/from Other Funds	-	(95,004)	(85,000)
Interest & Dividend Income	57,770	59,271	68,274
Appreciation	175,184	4,789	253,975
End of Period Bal (Market Value)	<u>2,406,108</u>	<u>2,188,828</u>	<u>2,233,617</u>
Endowment Performance	9.93%	2.25%	15.29%
Return of S&P 500	23.18%	18.40%	31.49%
Return of Barclays Bloomberg Aggregate Bond Index	-1.29%	7.51%	8.72%

Silvercrest:		YTD 2021	12/31/2020	12/31/2019
Cash & Equivalents	6%	55,417	114,631	18,679
Fixed Income	33%	888,187	647,426	756,257
Equities	58%	1,143,852	1,143,143	1,154,630
Gold	1%	16,550	26,754	21,435
Other	2%	61,783	32,810	77,671
Silvercrest Total	100%	<u>2,165,789</u>	<u>1,964,764</u>	<u>2,028,672</u>

Endowment Breakdown at:		YTD 2021	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea		41,680	41,680	57,451	99,131
Flores		76,650	76,650	7,078	83,728
Balf		27,390	27,390	30,069	57,459
Silvercrest		745,086	745,086	1,420,703	2,165,789
		<u>\$ 890,806</u>	<u>890,806</u>	<u>1,515,301</u>	<u>2,406,107</u>

Rye Free Reading Room Combined Report

Income and Expense Report

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 1,315,000	\$ -	\$ -	\$ 1,315,000
Annual Campaign	239,679	0	0	239,679
Contribution	-	125,062	0	125,062
Grants	-	5,000	0	5,000
Osborn Branch Library	36,837	0	0	36,837
Income from Invested and Equity	-	0	57,770	57,770
Miscellaneous	21,543	24,265	0	45,808
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Endowment	-	0	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>1,613,059</u>	<u>154,327</u>	<u>57,770</u>	<u>1,825,156</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	175,184	175,184
Total Funds	1,613,059	154,327	232,954	2,000,340
Expense				
Library Materials				
Books	45,877	0	0	45,877
Audio Visual	16,878	0	0	16,878
Periodicals	16,037	0	0	16,037
Programs	6,255	56,063	0	62,318
Online Resources	3,044	0	0	3,044
Miscellaneous	18,209	60	0	18,269
	<u>106,300</u>	<u>56,123</u>	<u>0</u>	<u>162,423</u>
Library Operations				
Supplies	17,815	221	0	18,036
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	73,456	0	0	73,456
Telephone	2,030	0	0	2,030
Postage	5,864	0	0	5,864
Printing & Publicity	29,118	1,160	0	30,278
Auditing	17,894	0	0	17,894
Interest	0	0	0	-
Legal Services	8,778	0	0	8,778
Miscellaneous	15,814	4,628	0	20,442
	<u>170,769</u>	<u>6,009</u>	<u>0</u>	<u>176,778</u>
Building Operations				
Heat	8,922	0	0	8,922
Light & Power	24,181	0	0	24,181
Water & Sewer	5,423	0	0	5,423
Fixtures, Furnishings & Equipment	3,818	0	0	3,818
Building Supplies	9,854	0	0	9,854
Contracted Services	73,583	0	0	73,583
Repairs & Maintenance	160,233	18,204	0	178,437
Insurance	29,548	0	0	29,548
Miscellaneous	414	0	15,674	16,088
	<u>315,976</u>	<u>18,204</u>	<u>15,674</u>	<u>349,854</u>
Personnel				
Salaries	803,739	0	0	803,739
Social Security	61,665	0	0	61,665
Retirement	0	0	0	-
Medical Insurance	84,974	0	0	84,974
Other Insurance	6,740	0	0	6,740
Payroll Services	6,244	0	0	6,244
Staff Development	3,404	0	0	3,404
Miscellaneous	0	0	0	-
	<u>966,766</u>	<u>0</u>	<u>0</u>	<u>966,766</u>
Total Expense	1,559,811	80,336	15,674	1,655,821
Net Receipts/Expenses	53,248	73,991	217,280	344,519
Prior Year Funds	157,038	274,961	2,406,108	2,838,107
Balance	210,286	348,952	2,623,387	3,182,625

2022 Holiday Closing Schedule

Saturday, January 1 – New Year’s Day
Monday, January 17 – Martin Luther King Jr. Day
Monday, February 21 – President’s Day
Sunday, April 17 – Easter Sunday (unpaid closing)
Sunday, May 29 – Memorial Day (unpaid closing)
Monday, May 30 – Memorial Day
Monday, July 4 – Independence Day
Sunday, September 4 – Labor Day (unpaid closing)
Monday, September 5 – Labor Day
Thursday, November 24 – Thanksgiving
Saturday, December 24 – Christmas Eve
Sunday, December 25 – Christmas Day
Monday, December 26 – Christmas Day (observed)
Saturday, December 31 – New Year’s Eve (Close at 4 pm)

Action : The Board approve the 2022 Holiday Closing Schedule

2022 Trustee Meeting Schedule

Tuesday, January 25
Thursday, February 24 – Annual Meeting
Tuesday, March 29
Tuesday, April 26
Tuesday, May 24
Tuesday, June 28
Tuesday, July 26
Tuesday, September 27
Tuesday, October 25
Tuesday, November 15
Tuesday, December 20

All meeting take place at 7:30 pm in the Community Meeting Room unless otherwise noted.

Please check the library calendar for any schedule changes.

Action : The Board approve the 2022 trustee meeting schedule

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Adjusted 2022 materials spending budget to increase digital content and new book budget
- Strategic Planning
 - With Board Committee, completed architect RFP selection process

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Continued donor outreach thanking new and donors who increased their gift
- Community Relations
 - Hosted craft activity at Mistletoe Magic
 - Finalized Rye TV transition agreement with the city
- Fundraising
 - Submitted grant request to METRO for library and museum programming
 - Met with Novel Night Committee Chairs to review modified timeline

BUILDING & GROUNDS:

- Continued work with insurance companies for insurance reimbursement
- Prepared RFP for HVAC services for 2022

STAFF & PERSONNEL

- Opened recruitment for occasional children's librarian

Adult Services

PROGRAMMING AND DISPLAYS:

- Book displays: Crafts, New Non-Fiction, Best Sellers, Staff Picks section highlighted
- Bookstore concept for our NEW adult books - accommodate a “forward facing” NEW book area with reader’s advisory information displayed on the most popular new books.
- Art show – None – meeting room is being painted
- Book Groups
 - Thursday Afternoon Book Club, Friday Morning Virtual Book Club, Current Events Book Club, YMCA Booked at the Y
- Programs
 - Spin-a-Yarn, YMCA Mahjong/Canasta, Rye Storytellers, ESL Conversation Class, Writers Group, The Food Historian: Koekje, Cooky, or Cookie? A History of American Christmas Cookies, AIA: Saving a Tavern: An Archaeological Rescue Project in Newburgh’s Historic District

COMMUNITY OUTREACH/PARTNERSHIPS - Strategic goal 4: Advance strategic partnerships with community and regional agencies:

- Still hosting a variety of professional development days for the Rye City Schools.

MATERIALS:

- Weeding audiobooks and music CDs

Teen Services

PROGRAMMING AND DISPLAYS:

- Attendance and registration has increased, holding steady at 10
- November/December program registration will open on 11/1
- Grief and Loss display was set up in response to community needs
- Fandom Wars and Nintendo Switch are supporting passive programming
- Upcoming cooking and Grinchmas programs have garnered high levels of interest in in person programs

COMMUNITY OUTREACH –

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).

- Spring planning with the YMCA is finalized to offer a teen job fair preparedness series as well as other libraries across the system
- Organized a teen job search/resume building event with 12 other library organizations

MATERIALS:

- December ordering is focused on backfilling missing or damaged items in series, as well as increasing manga series
- A weed of the collection has been completed, and the comics and manga section will be rehomed in the cases next to the stadium seats as the collection needed expansion room

Children's Services

Programs and Displays

- Dawny Dew (Wednesday AM) and Robert Guitar Guy (Thursday AM) continue to pull steady attendance. These programs are now indoors.
- Marilyn has returned to the library to do her bilingual Spanish music and movement class. She comes every Tuesday.
- Michelle now does the Friday morning storytime.
- Catherine has been facilitating Monday morning story time in the children's room. Lisa will take that story time over now that her maternity leave has ended. We now have a program every morning on weekdays for our younger patrons!
- We have some fun crafts and winter activities planned for the school break at the end of the month. We are hoping for good attendance at these.
- Take+make crafts will continue through the end of the year.
-

COMMUNITY OUTREACH

Strategic Goal # 1: Strengthen School and Youth Serving Organization

Partnerships

- School visits to the library have returned – Michelle hosted a group of 1st grade students this month for library card sign-up and orientation

MATERIALS

- Damaged books and shipping delays are impacting new additions to the collection

Policy Review

The Board of Trustees periodically reviews the library policies to ensure they are up to date and applicable to the work of the organization. Trustees will be asked to review existing policies in small working groups, and present possible revisions, updates, or changes to the board for discussion.

The first policies under review are:

Code of Conduct – updated June 2019

Public Space Use – updated December 2014

Programming Policy - draft

The existing policies are included here for review and discussion.

Code of Conduct

The Rye Free Reading Room and its staff are committed to providing a safe and pleasant atmosphere in which people can use the library and its resources. This Code of Conduct outlines acceptable behavior for customers of the Library, with respect to the rights of all other customers and the staff, which will not interfere with the functioning of the Library or disturb others.

1. Property belonging to the Library shall not be destroyed, injured or defaced; nor shall any furniture, fixture or equipment be moved from its proper place. Misuse of the rest rooms is not permitted. Library materials must be checked out to a library customer before being removed from the library.
2. Interference with or the harassment or intimidation of other customers, Library staff or Library volunteers is unacceptable.
3. Loud talking and the use of cell phones, personal audio equipment and other electronic devices without earphones are to be limited to the lobby area or enclosed stairs. Quiet must be maintained in the designated quiet areas. Sleeping in the library is not allowed. Shoes and shirts must be worn at all times.
4. The use of skates, skateboards, scooters or bicycles is not permitted on library property.
5. Responsible consumption of individually packaged food and drinks is allowed; full meals are allowed only as part of programs and events held in the Meeting Room. Pungent foods should be consumed outside the library. Beverages may be consumed in the library in covered containers only.
6. Smoking, including the use of electronic cigarettes, is not permitted inside the building, or within 100 feet of the entrances and exits.
7. Illegal use of the Internet is strictly prohibited. Attempts to add to, remove or in any way alter the hardware and software configurations on any computer or the library network are not allowed and will result in suspension of Internet use privileges.
8. The Library is not responsible for children who are left unattended on Library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the Library. Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. Children under the age of seven must be accompanied by a responsible adult or teenager at all times.
9. Except for events and sales conducted by the Library, solicitations for charitable, religious or other purpose, selling of tickets or merchandise of any kind or obtaining signatures on petitions and surveying Library patrons are only permitted on Library premises with prior approval of the Director.

The Rye Free Reading Room staff is authorized to administer this policy and to modify and/or adapt the Code of Conduct to special circumstances. Customers who do not comply with any reasonable request of the staff may be asked to leave the Library premises. Continued noncompliance may result in action ranging from suspension to termination of Library privileges and denial of access to the Library premises.

Approved by the Board of Trustees, June 2019

Programming Policy

The Rye Free Reading Room supports its mission to serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests by developing and presenting programs that provide opportunities for lifelong learning, cultural enrichment, entertainment, literacy support and community connection.

Final responsibility for programming rests with the Director, who delegates program management responsibility to the Assistant Director, the Adult Services Librarians, the Children's Services Librarians, the Teen Services Librarian, and other designated staff. In developing and delivering programs, the Rye Free Reading Room utilizes staff expertise, collections, equipment, and facilities. The criteria used in making decisions about program topics, speakers, and accompanying resources are:

- Community interests and needs
- Budget and cost of program
- Space requirements
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to RFRR's mission
- Staff time

Anyone interested in presenting a program may submit a proposal that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers patrons, staff, facilities, or otherwise materially interferes with operations of the Rye Free Reading Room. The Rye Free Reading Room is dependent on the Auxiliary Board as a significant source of program funding. In addition, the Rye Free Reading Room draws upon community resources in developing programs and attempts to partner with other community organizations, educational and cultural institutions or individuals to present and/or co-sponsor programs. Grant funding is also used to support program offerings. Staff who present programs do so as a part of their job.

Performers or authors may sell books or a/v materials as part of a program. Programs sponsored by the Auxiliary Board may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at programs is not permitted unless authorized by the Director or designee. Programs are not used for commercial, religious or partisan purposes or for the solicitation of business. However, election information, such as

candidates' forums that include invitations to all recognized candidates, may be offered. Petitions and letter signing campaigns are not permitted at candidates' forums or other library programs.

Due to space limitations or due to the nature of the program, attendance at programs may be limited. Registration for programs may be done on the Rye Free Reading Room's web site calendar of events, or by calling or visiting the library. Some programs do not require registration. In some cases, the nature and success of a program may require a limited attendance based on age, such as programs intended for children and teens that are geared to their interests and developmental needs.

External organizations or individuals partnering with the Rye Free Reading Room on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

All programs at the Rye Free Reading Room are open to the public and offered free of charge. Tickets may be sold for special library events.

Note: This policy refers to programs sponsored by the Rye Free Reading Room, not to programs held at the Rye Free Reading Room by community groups that have rented out the space. Please see Policy for the Public Use of Library Facilities for guidelines on space rentals

Policy for the Public Use of Library Facilities

The Rye Free Reading Room's building and grounds are maintained to provide library service to residents and other members of the Rye Community. The Board of Trustees makes them available to the community for uses that will enhance the library's role as an essential community resource. Programs scheduled in the library's facilities shall not impede the delivery of regular public library service.

Permission to use the meeting rooms does not constitute endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Board of Trustees or staff of the Rye Free Reading Room

The Board of Trustees reserves the right to approve or disapprove each application for the use of its facilities, and may impose such restrictions it judges appropriate for a particular program or use.

The Board may cancel any planned event when it is deemed to be in the interest of the Rye Free Reading Room to do so. Failure to observe regulations governing the use of the meeting rooms may result in denial of use in the future.

The Director shall be authorized to implement procedures for the use of library facilities consistent with this Board-approved policy.

1. Facilities are scheduled on a first-come, first-served basis and are available at the sole discretion of the Board of Trustees of the Rye Free Reading Room or its Designee.
2. Library activities and those the library jointly sponsors with other organizations will have first priority in scheduling. Where possible, scheduling preference will be given to applicants based in Rye.
3. Library facilities may be made available to non-library organizations for the pursuit of social, cultural, educational, recreational and non-partisan political activities. Religious organizations are eligible to schedule meetings but they may not hold worship or instructional services at the library.
4. Unless approved by the Director, use of Library meeting facilities by an individual or organization shall not exceed five times per year.
5. Reservations may be made up to 6 months in advance
6. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers patrons, staff, facilities, or otherwise materially interferes with operations of the Rye Free Reading Room.

Application Process

1. Applications for use of the library's facilities when the library is not open to the public must be signed by the President or authorized officer of the organization or business requesting use of the facility. If applicant is an individual, they must agree to be financially responsible for the event and library facility. If the applicant is a youth group or organization, a responsible adult over the age of 18 years must co-sign application.
2. Room-use fees should be paid at the time the application is approved but no later than one week prior to the program/event.
3. Applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that none engage in unlawful or improper conduct.
4. Applicant must agree to accept full responsibility for the facilities and to comply with all regulations governing its use. This binds the applicant and organization, if any, to hold harmless, defend and indemnify the Rye Free Reading Room from and against any and all claims of injury, death and/or property loss or damage arising from any condition of the premises, or any acts or omissions of the applicant or organization or others in connection with the program or event.
5. The Library reserves the right to require insurance for an event.
6. The applicant is liable for any damage done to the premises, its furnishings or equipment.
7. The Library may require applicants who will use the meeting room's audio visual facilities to deposit a check for \$500 as a security deposit, to be returned after the event if there is no damage.

Requirements for Facilities Use:

1. There will be no smoking or use of smokeless products; an applicant who wishes to serve alcohol must obtain prior approval by the library and must provide the library with a copy of the proper permit if it will be sold.
2. Applicant must provide all supplies, food, paper goods and service utensils, other than items included on equipment list.
3. Existing exhibitions displayed in the Meeting Room will be closed to the public when it has been reserved for a program. Objects on display may not be moved or disturbed.
4. The applicant must restore the premises to their original condition immediately after they have been used with all trash bagged for removal.
5. Program publicity is the applicant's responsibility, though the Library may include program notices in its regular publication and on its website. Inclusion of non-library programs in library publications and on the library website is strictly at the discretion of the Library.
6. In case of emergency building closure, the program will be cancelled and the applicant will be offered the opportunity to reschedule or to have room fees refunded.
7. All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Rye Free Reading Room.

Applicant Categories:

1. Nonprofit users who pay no rental fees or personnel costs for events open to the public at no cost to attendees and that take place when the library is open.
2. Nonprofit users who pay no rental fee but who pay excess personnel costs for events that take place when the library is closed
3. Users who pay a rental fee and excess personnel costs for
 - a. Regularly scheduled member/board meetings of local nonprofit organizations that are not open to the public
 - b. Meetings open to the public with a fee charged for attendance
 - c. Private events and/or meetings

Applicant will be charged for equipment not already installed in the library rented for his/her use.

Fees for Room Use:

Donors to the library may qualify to use the library's facilities at no rental cost as authorized by the Board's Designee.

The Library will charge excess personnel costs for events that require additional staff for:

1. Audio visual support
2. Assistance with event held when the library is not open to the public
3. Special room set-up or custodial services before or after the event.

Fee Categories – Community Meeting Room

1. Free public events
 - a. Cosponsored by the library or hosted by donors
 - (1) No fee
 - (2) Hourly personnel rate - \$50/hour
2. Events for which attendees are charged an entry/program fee
 - (1) Fee - \$200/3-hour period
 - (2) Hourly personnel rate - \$50/hour
3. Private events
 - a. Presented by non-profit organizations
 - (1) Fee - \$200/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - b. Presented by business, professional or other for-profit Organizations
 - (1) Fee - \$350/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - c. Private social events – fees to be negotiated

Fee Categories – Local History Room (2nd floor)

1. Free public events
 - a. Cosponsored by the library or hosted by donors
 - (1) No fee
 - (2) Hourly personnel rate - \$50/hour
2. Events for which attendees are charged an entry/program fee
 - (1) Fee - \$100/3-hour period
 - (2) Hourly personnel rate - \$50/hour
3. Private events
 - a. Presented by non-profit organizations
 - (1) Fee - \$100/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - b. Presented by business, professional or other for-profit Organizations
 - (1) Fee - \$250/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - c. Private social events – fees to be negotiated

Fee Categories – Ogden Nash Room (2nd floor)

1. Free public events
 - a. Cosponsored by the library or hosted by donors
 - (1) No fee
 - (2) Hourly personnel rate - \$50/hour
2. Events for which attendees are charged an entry/program fee
 - (1) Fee - \$100/3-hour period
 - (2) Hourly personnel rate - \$50/hour
3. Private events
 - a. Presented by non-profit organizations
 - (1) Fee - \$100/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - b. Presented by business, professional or other for-profit Organizations
 - (1) Fee - \$250/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - c. Private social events – fees to be negotiated

Fee Categories – Stadium Seating (1st floor)

1. Free public events
 - a. Cosponsored by the library or hosted by donors
 - (1) No fee
 - (2) Hourly personnel rate - \$50/hour
2. Events for which attendees are charged an entry/program fee
 - (1) Fee - \$100/3-hour period
 - (2) Hourly personnel rate - \$50/hour
3. Private events
 - a. Presented by non-profit organizations
 - (1) Fee - \$100/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - b. Presented by business, professional or other for-profit Organizations
 - (1) Fee - \$250/3-hour period
 - (2) Hourly personnel rate - \$50/3-hour period minimum
 - c. Private social events – fees to be negotiated

Meeting Room Facilities Available:

Meeting Room

Capacity:

80 seated at 10 tables

110 audience seating

100 reception

Equipment:

10 tables 3' X 6'

110 stacking chairs Projection Video VCR

DVD

Cable Television

Computer/Internet cable

Data connections

HP laptop computer

Microphones and sound system

Wireless lavalier microphone

Microphones on (2) table or (1) floor stand

Lectern

Pantry with refrigerator and microwave oven

Coffee pot (55 cup)

Local History Room

Capacity:

8 seated at 4 tables

Equipment:

4 stationary tables 2' x 4'

8 chairs

Flat screen monitor

Computer/Internet/Wireless connection

Ogden Nash Room

Capacity:

10 seated at 3 tables

Equipment:

3 stationary tables 3' x 3'

10 chairs

Flat screen monitor

Computer/Internet/Wireless connection



Stadium Seating

Capacity:

30 seated at 4 rows

Equipment:

Flat screen monitor

Computer/Internet/Wireless connection

The Library does not have a dedicated parking lot. Parking for programs is limited to neighboring community parking lots.

Schedule of Availability

1. Meeting Room

Weekdays 8:00 a.m. – 9 p.m.

Saturday 9:00 a.m. – 9 p.m.

Sunday 12 noon – 9 p.m.

2. Local History Room

Monday, Tuesday, Wednesday, Thursday, Friday 9:30 to 5:30 pm

Saturday 10 am to 5 pm

3. Ogden Nash Room

Monday, Tuesday, Wednesday, Thursday, Friday 9:30 to 5:30 pm

Saturday 10 am to 5 pm

4. Stadium Seating

Monday, Tuesday, Wednesday, Thursday, Friday 9:30 to 5:30 pm

Saturday 10 am to 5 pm

Architect / Space Planner Update

The Children's Room committee reviewed 6 firms, and selected Skolnick Architecture + Design Partnership, an award-winning, multidisciplinary design studio specializing in architecture, exhibit design, and planning, to address flood solutions and other options to make the library more resilient against future issues.

Skolnick proposed two options for the process, one for a fee of \$75,000 over a 7 week period and one for a fee of \$95,000 over a 10 week period. The summary is below.

- Phase 1 - Having the recommended 10 week process will enable an extra week up front for the user group, community/constituent outreach interviews, space needs assessment, and programming workshops which will allow for twice the number of engagement workshops (4 instead of 2) and provide for a more thorough community engagement process. This initial stage of the work is crucial to obtaining a thorough understanding of the project needs and program, which sets the foundation for all subsequent steps in the planning and concept design process.
- Phase 2 - Under the 10 week process, there will be (4) weeks for planning and concept design explorations which will allow the Design team greater flexibility and time to further explore various options while also providing for (3) design review meetings with the Client instead of (2), and development of (5) preliminary 3-D sketch views which SKOLNICK will refine into renderings instead of just (3).
- Phase 3 - Under the 10 week process the final refinement phase will be (3) weeks instead of (2), the design team will refine the 3-D sketch views into (5) full professional quality renderings instead of just (3) and there will be time for (2) design review meetings with the Client as the final deliverables are being refined, rather than just (1).

The board had provided authorization to the Executive Committee for up to \$75,000 for the fee. Additional authorization would be required for funds over \$75,000.

December / January Talking Points

It's not too late to give to the Annual Campaign! While the City of Rye generously provides 75% of the Library's operating budget, we rely on members of the community to help us make up the remaining \$230,000 each year through donations to our Annual Campaign. These gifts help to fully fund our activities. Your gift adds popular and informative materials to the shelves, brings educational and inspiring programs to our town, and helps us to continue to steward the landmark facility at the heart of downtown Rye.

We are working with Skolnick Architecture + Design Partnership, an award-winning, multidisciplinary design studio specializing in architecture, exhibit design, and planning, to address flood solutions and other options to make the library more resilient against future issues. Please reach out if you would like to be invited to a community information session.

Notable Activities

Sunday, December 19 at 2 pm - Saving a Tavern: An Archaeological Rescue Project in Newburgh's Historic District

Join Orange County Historian Johanna Porr Yuan as she walks you through a volunteer dig and screening of Weigands Tavern artifacts, uncovered during a renovation. – On Zoom, register for the link

Friday, December 31 at 11:30 am: Noon Year's Eve Party

Ring in the New Year a bit early – gather for snacks, make a party hat, and count down to the noon year. – In person, registration required

Thursday, January 13 at 6 pm – Scaling Good Design Principles to Your Space

Identify and apply 5 design principles to your space, making perpetual work in progress into a space that works. Marie Graham is an interior designer and an award-winning home stager, founder and owner of The Refreshed Home, and Orange Boom design and listing prep consultancies. – In person, registration requested