

**Tuesday, December 19, 2023**  
**7:30 pm Board of Trustees Monthly Meeting**  
**Meeting Room**

**Agenda**

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
  - a. Approve July 25, 2023 meeting minutes (Attachment)
  - b. Approve the November 28, 2023 meeting minutes (Attachment)
  - c. Accept the July 2023 financials (Attachment)
  - d. Accept the August 2023 financials (Attachment)
  - e. Accept the September 2023 financials (Attachment)
  - f. Accept the October 2023 financials (Attachment)
  - g. Notary Policy Update (Attachment)
  - h. Children's Room Policy Update (Attachment)
  - i. Teen Room Policy Update(Attachment)
  - j. Discovery Area Policy Update (Attachment)
  - k. Cardholder Registration and Borrowing Policy Update (Attachment)
  - l. Auxiliary Board Furniture Purchase (Attachment)
  - m. Designate funds from donor gift to landscaping (Attachment)
  - n. Accept the 2022 Form 990 (Attachment)
4. President's Report
  - a. Trustee Education Requirement (Attachment)
  - b. Board Dashboard (Handout)
  - c. Board Meeting Schedule 2024 (Attachment, VOTE)
  - d. Mayor's Award Confirmation (Attachment, VOTE)
5. Information Items
  - a. Staff Reports (Attachments)
    - i. Director's Report
      1. Library Holiday Schedule 2024 (Attachment, VOTE)
    - ii. Adult Report
    - iii. Teen Report
    - iv. Children's Report
  - b. Auxiliary Board
    - i. Auxiliary Board Bylaws Update (Attachment, VOTE)



## **Minutes of the July 25, 2023 RFRR Board Meeting**

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

### **Consent Agenda**

The Consent Agenda includes the May 23, 2023 meeting minutes and the May 2023 financials. Kathleen moved to approve the consent agenda. Jackie seconded. All approved.

### **President's Report**

Kirstin had no report.

### **Staff Reports**

#### **Director's Report**

Chris presented the 2nd quarter statistical report. Circulation was up 10%. Patron registration and reference interactions continued to grow. Programming was down 18% primarily because of the loss of senior programs. Several groups including Rye Rec have moved their programs to other venues because of the change in the parking regulations at the library. There were 38 programs in April and only 18 in June. There was a discussion about how to increase programming.

#### **Adult Services**

Catherine reported that the summer reading program for all groups is going well. The "Pie and Pages" program in which librarians pair 5 pies with books is fully subscribed. The program is co-sponsored by Noble Pies.

#### **Teen Services**

Two groups from Rye Rec came to the library. There was a program for making rock candy.

#### **Children's Services**

Blue Skies Camp comes twice a week. The Time Traveler's Book Club will meet this month. Attendance at the Storytime at the Beach is strong.

### Auxiliary Board

Georgia reported that four new members had been voted in at the June meeting: Bettina Scott Funk, Eva Rooney, Dian Whelan, and Lydia Zolman. Jan moved that these new members be approved. Jennifer seconded the motion. All approved.

### Annual Campaign

Kirstin presented the draft letter for the campaign. There were a few typo corrections suggested. There was a discussion of the membership categories and benefits. The board will vote on the benefits at the next meeting. Jennifer moved to accept the membership categories. Shelley seconded. All approved.

### Building Committee

Chris reported that the Skolnick design was technically feasible. The Building Committee will meet with the Skolnick team on Monday for a wrap up meeting. Chris reported on potential capital projects. A portion of the HVAC system is reaching end of life. If the library received a grant for its replacement, we would be required to keep that equipment for ten years. It is unlikely that that equipment would work for a future addition such as the Skolnick design. It was the feeling of the board to let it wait. Chris then reported on the upcoming space swap which was approved in March. The permits should be coming through shortly. He presented a timeline and FAQ sheet for the project. The discovery area will be closed as of July 31. The teen room will close on August 7. By August 21 the children's collection will be on the first floor. The discovery area and the teen room should reopen on September 4. Chris next presented an update on the landscaping. A design plan is expected in the fall. The irrigation system has been fixed. Several children's programs have been held in the temporary garden.

### Finance Committee

Katie presented the June financials. Operations are running close to budget. Jennifer moved to accept the June 2023 financials. Jackie seconded. All approved. Katie then presented the draft 2024 budget. The budget includes a 1.5% increase over last year and anticipates an increase in income of \$5,000 each from the Auxiliary Board and the Annual Campaign. We will be asking the city for a 1.8% increase. Jan moved that the board approve the draft 2024 budget and authorize Chris to submit it to the city. Shelley seconded. All approved.

Katie then presented the 2022 Financial Statement and Management Communications from the auditors. There was a discussion of the library's operational procedures for paying bills and writing checks. Cyber security for non-profits was also discussed.

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The finance committee will begin to review and update the financial policy and procedure manual. Shelley moved that the board accept the 2022 Financial Statement and Management Communications. Jan seconded. All approved.

#### Mission Moments

The “Pies and Pages” program will be held on July 26. Teams for the Battle of the Books are starting to practice. The Book Sale will be held on September 9 and 10. Donations will be accepted beginning August 28.

#### Executive Session

Jackie moved that the board go into Executive Session. Kathleen seconded. All approved. The board went into executive session at 8:47. The board came out of executive session at 9:07.

Jackie moved that the board approve the management compensation as discussed in executive session. Kathleen seconded. All approved.

There being no further business, Kirstin called for a motion to adjourn. Shelley so moved. Jan seconded. All approved. The meeting was adjourned at 9:08.

**Action: The Board approve the July 2023 meeting minutes**

## **Information Session – September 26, 2023 RFRR Board Meeting**

At 7:40, Kirstin Bucci noted that this meeting would be an information session, as there was not a quorum. Kirstin discussed the trustee education requirements. Chris Shoemaker send around links to virtual training opportunities.

Chris reviewed the director's report. There was discussion about parking and senior programming.

Catherine Riedel shared out the department reports. As the spaces near completion, the library will be reviewing staffing and the remaining work to be completed.

Chris gave a quick recap of the library booksale, which was well enjoyed, despite the rain and humidity.

The Annual Campaign mailing was received, and gifts have started to come in. Trustees were reminded to make their gifts, if they have not already.

Kirstin announced the policy review committee would be creating a gift policy, to address naming rights, length of recognition, removal factors, maintenance terms, and other influencing factors.

Kirstin provided an overview of a proposal from TMS Waterfront for grantwriting services related to the seawall. There was discussion over estimates, hourly rates, scope, and other services. Chris will reach out to Brian Shea, Assistant City Manager, for information on the city's grantwriting and grantseeking process.

There was discussion about increasing membership from the pool of Casino Night attendees.

Chris addressed a question about the library's connection to Watershed, Rye's literary festival.

The information sessions finished at 8:35.

## **Minutes of the November 28, 2023 RFRR Board Meeting**

At 7:35, Kirstin Bucci called the meeting to order. She noted that agenda items would be taken out of order. Kathleen Riegelhaupt moved to enter executive session to discuss the employment history of particular people. Matt Anderson seconded, and the Board entered executive session at 7:36.

At 8:10, the Board exited executive session. Kathleen h moved to approve management compensation as discussed in executive session. Lina Eroh seconded, and all approved.

Due to a trustee departure, there was no longer quorum, and the Board held an information session.

### **Information Session – November 28, 2023**

Kirstin noted the trustee education policy, and Chris noted that non-compliance with the state education law requires a variance from the state library.

Chris provided a summary of the 3<sup>rd</sup> quarter statistics, noting the increase in circulation, but the decrease in program attendance and door count, especially in the adult services department.

Catherine spoke briefly about the Pies and Pages program, the teen lock in, and the new children's storytime on Thursday afternoons.

Chris spoke briefly about the different library policy updates.

There was discussion about the new benches the auxiliary board had approved funding for, which will located in the library breezeway.

There was discussion about the front landscaping, and possible enhancements that would improve outside programming.

There was discussion about the planned endowment transfer.

The information session ended at 8:40 pm.

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## **July Financials**

July incomes reflects the second portion of the city funding. The Osborn income will be reflected on the August financial statement due to a timing matter with the receipt of those funds.

In expenses, the second portion of the WLS IT support fee was paid. That covers the library catalog services, the tech support, digital resource costs, and network connection fees.

Building operations reflects payments to Coverall, the cleaning service, as well as landscaping costs and sprinkler repairs.

Personnel and medical insurance costs are behind projections. The retirement payment, which will be paid in December, is estimated to be lower than projected.

**Action : The Board accept the July 2023 financial statements**



Rye Free Reading Room  
Income and Expense Report  
For 7 Month Ending July 31, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
<b>Income</b>				
City of Rye	\$ 680,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000
Annual Campaign	\$ 9,500	\$ 55,520	\$ 142,917	\$ 245,000
Miscellaneous Income	\$ 2,120	\$ 14,940	\$ 20,417	\$ 35,000
Osborn Branch Library	\$ -	\$ 22,306	\$ 32,802	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 65,000
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 691,620</u>	<u>\$ 1,452,766</u>	<u>\$ 1,556,135</u>	<u>\$ 1,866,232</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 6,340	\$ 39,801	\$ 51,850	\$ 88,885
Audio Visual	\$ 1,012	\$ 6,213	\$ 15,132	\$ 25,940
Periodicals	\$ 4,687	\$ 8,377	\$ 7,525	\$ 12,900
Programs	\$ 753	\$ 11,241	\$ 7,292	\$ 12,500
Ebooks/ Binding	\$ -	\$ 19,076	\$ 23,917	\$ 41,000
	<u>\$ 12,792</u>	<u>\$ 84,708</u>	<u>\$ 105,715</u>	<u>\$ 181,225</u>
<b>Library Operations</b>				
Supplies	\$ 1,414	\$ 10,551	\$ 8,167	\$ 14,000
Equipment & Systems - New	\$ -	\$ 1,021	\$ 2,625	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 2,917	\$ 5,000
Automated Systems	\$ 31,910	\$ 69,239	\$ 41,239	\$ 70,695
Telephone	\$ 260	\$ 1,749	\$ 2,917	\$ 5,000
Postage	\$ 349	\$ 4,343	\$ 5,250	\$ 9,000
Printing & Publicity	\$ 157	\$ 14,779	\$ 21,000	\$ 36,000
Auditing	\$ 6,678	\$ 17,468	\$ 11,958	\$ 20,500
Legal Services	\$ -	\$ -	\$ 1,167	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 816	\$ 10,126	\$ 4,550	\$ 7,800
	<u>\$ 41,584</u>	<u>\$ 129,276</u>	<u>\$ 101,789</u>	<u>\$ 174,495</u>
<b>Building Operations</b>				
Heat	\$ 35	\$ 17,657	\$ 9,800	\$ 16,800
Light & Power	\$ -	\$ 12,245	\$ 20,125	\$ 34,500
Water & Sewer	\$ 286	\$ 1,874	\$ 4,667	\$ 8,000
Fixtures, Furnishings & Equipment	\$ 59	\$ 3,843	\$ 2,917	\$ 5,000
Building Supplies	\$ 2,599	\$ 5,850	\$ 7,000	\$ 12,000
Contracted Services	\$ 6,873	\$ 59,604	\$ 35,910	\$ 61,560
Repairs & Maintenance	\$ 775	\$ 13,528	\$ 10,500	\$ 18,000
Insurance	\$ -	\$ 18,811	\$ 18,958	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ 217	\$ 4,904	\$ -	\$ -
	<u>\$ 10,845</u>	<u>\$ 267,315</u>	<u>\$ 109,877</u>	<u>\$ 188,360</u>
<b>Personnel</b>				
Salaries	\$ 77,144	\$ 559,108	\$ 592,254	\$ 1,015,292
Social Security	\$ 5,606	\$ 41,226	\$ 45,308	\$ 77,670
Retirement	\$ -	\$ -	\$ -	\$ 109,394
Medical Insurance	\$ 528	\$ 42,321	\$ 53,611	\$ 91,904
Other Insurance	\$ -	\$ 6,231	\$ 9,333	\$ 16,000
Payroll Services	\$ 642	\$ 4,794	\$ 4,083	\$ 7,000
Staff Development	\$ 116	\$ 2,564	\$ 1,750	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 84,036</u>	<u>\$ 656,244</u>	<u>\$ 706,339</u>	<u>\$ 1,320,260</u>
<b>Total Income</b>	<u>\$ 691,620</u>	<u>\$ 1,452,766</u>	<u>\$ 1,556,135</u>	<u>\$ 1,866,232</u>
<b>Total Expense</b>	<u>\$ 149,257</u>	<u>\$ 1,137,543</u>	<u>\$ 1,023,719</u>	<u>\$ 1,864,340</u>
<b>Net Receipts (Expense)</b>	<u>\$ 542,363</u>	<u>\$ 315,223</u>	<u>\$ 532,417</u>	<u>\$ 1,892</u>

**Rye Free Reading Room  
Annual Campaign  
July 2023 YTD**

Donations to the Current Annual Campaign 2021

Donations received & deposited in	JAN	29,771
	FEB	9,764
	MAR	4,471
	APR	7,031
	MAY	3,077
	JUN	3,820
	JUL	2,850
	AUG	1,940
	SEP	37,884
	OCT	50,299
	NOV	88,772
	DEC	<u>101,425</u>
	Total	341,104

Donations to *Previous or Subsequent* Annual Campaigns

Donations to <i>prior</i> Annual Campaigns	24,193
Donations to the <i>subsequent</i> Annual Campaign	<u>0</u>
<i>Sub-total</i>	<u>24,193</u>

Rye Free Reading Room  
Endowment Report  
July 2023

<b>Endowment Inflows/Outflows:</b>	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(11,022)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	28,198	57,746	63,379	59,271
Appreciation	77,051	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,203,718	2,109,492	2,388,851	2,188,828
Endowment Performance	4.47%	-7.44%	13.48%	2.25%
Return of S&P 500	20.65%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	2.02%	-13.01%	-1.54%	7.51%

<b>Silvercrest:</b>		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	5%	93,721	29,727	12,815	114,631
Fixed Income	35%	693,328	775,964	884,363	647,426
Equities	58%	1,148,169	1,046,548	1,170,444	1,143,143
Gold	1%	18,235	16,964	17,096	26,754
Other	2%	40,167	46,723	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<b>1,993,620</b>	<b>1,915,926</b>	<b>2,155,900</b>	<b>1,964,764</b>

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	41,680	45,634	87,314
Flores		76,650	76,650	(4,466)	72,184
Balf		27,390	27,390	23,210	50,600
Silvercrest		745,086	745,086	1,248,534	1,993,620
		\$ 890,806	890,806	1,312,912	2,203,718

**Rye Free Reading Room Combined report**  
**For 7 Month Ending July 31, 2023**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,360,000	\$ -	\$ -	\$ 1,360,000
Annual Campaign	55,520	0	0	55,520
Contribution	-	36,840	0	36,840
Grants	-	230,823	0	230,823
Osborn Branch Library	22,306	0	0	22,306
Income from Invested and Equity	-	24,567	28,198	52,765
Miscellaneous	14,940	0	0	14,940
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-129,000	129,000	0	-
	<u>1,323,766</u>	<u>421,230</u>	<u>28,198</u>	<u>1,773,194</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation	-	0	77,051	77,051
<b>Total Funds</b>	<b>1,323,766</b>	<b>421,230</b>	<b>105,249</b>	<b>1,850,245</b>
<b>Expense</b>				
<b>Library Materials</b>				
Books	39,801	19,126	0	58,927
Audio Visual	6,213	0	0	6,213
Periodicals	8,377	0	0	8,377
Programs	11,241	47,912	0	59,153
Online Resources	0	0	0	-
Miscellaneous	19,076	0	0	19,076
	<u>84,708</u>	<u>67,038</u>	<u>0</u>	<u>151,746</u>
<b>Library Operations</b>				
Supplies	10,551	0	0	10,551
Equipment & Systems - New	1,021	0	0	1,021
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	69,239	37,809	0	107,048
Telephone	1,749	0	0	1,749
Postage	4,343	0	0	4,343
Printing & Publicity	14,779	475	0	15,254
Auditing	17,468	0	0	17,468
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	10,126	0	0	10,126
	<u>129,276</u>	<u>38,284</u>	<u>0</u>	<u>167,560</u>
<b>Building Operations</b>				
Heat	17,657	0	0	17,657
Light & Power	12,245	0	0	12,245
Water & Sewer	1,874	0	0	1,874
Fixtures, Furnishings & Equipment	3,843	51,433	0	55,276
Building Supplies	5,850	0	0	5,850
Contracted Services	59,604	119,012	0	178,616
Repairs & Maintenance	13,528	21,078	0	34,606
Insurance	18,811	0	0	18,811
Miscellaneous	4,904	2,160	11,022	18,086
	<u>138,315</u>	<u>193,683</u>	<u>11,022</u>	<u>343,021</u>
<b>Personnel</b>				
Salaries	559,108	0	0	559,108
Social Security	41,226	0	0	41,226
Retirement	0	0	0	-
Medical Insurance	42,321	0	0	42,321
Other Insurance	6,231	0	0	6,231
Payroll Services	4,794	0	0	4,794
Staff Development	2,564	0	0	2,564
Miscellaneous	0	0	0	-
	<u>656,244</u>	<u>0</u>	<u>0</u>	<u>656,244</u>
<b>Total Expense</b>	<b>1,008,543</b>	<b>299,005</b>	<b>11,022</b>	<b>1,318,570</b>
Net Receipts/Expenses	315,223	122,225	94,227	531,675
Prior Year Funds	374,367	592,522	2,109,492	3,076,381
<b>Balance</b>	<b>689,590</b>	<b>714,747</b>	<b>2,203,718</b>	<b>3,608,055</b>

## August Financials

August incomes shows the NYS library aid payment of \$4,000.

In expenses, automated services reflects the cost of the donor software, which is \$5,800.

Due to a processing issue, the VOIP phone service provider has not been invoicing the library for their services, which cover support and monitoring. The \$2,000 reflects the first 7 months of 2023.

Fixtures and furnishings shows a negative amount, as we received a refund for furniture that was ordered but was then declared out of stock.

Contracted services show the regular payment of \$3,700 to Coverall and \$3,000 to Granicus for the RyeTV livestream service.

**Action : The Board accept the August 2023 financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 8 Month Ending August 31, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000
Annual Campaign	\$ 1,032	\$ 56,552	\$ 163,333	\$ 245,000
Miscellaneous Income	\$ 6,482	\$ 21,423	\$ 23,333	\$ 35,000
Osborn Branch Library	\$ 3,082	\$ 25,388	\$ 37,488	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 65,000
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 10,596</u>	<u>\$ 1,463,363</u>	<u>\$ 1,584,155</u>	<u>\$ 1,866,232</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 7,259	\$ 47,061	\$ 59,257	\$ 88,885
Audio Visual	\$ 5,337	\$ 11,550	\$ 17,293	\$ 25,940
Periodicals	\$ 72	\$ 8,449	\$ 8,600	\$ 12,900
Programs	\$ 749	\$ 11,991	\$ 8,333	\$ 12,500
Ebooks/ Binding	\$ 3,660	\$ 22,735	\$ 27,333	\$ 41,000
	<u>\$ 17,077</u>	<u>\$ 101,786</u>	<u>\$ 120,817</u>	<u>\$ 181,225</u>
<b>Library Operations</b>				
Supplies	\$ 1,174	\$ 11,725	\$ 9,333	\$ 14,000
Equipment & Systems - New	\$ -	\$ 1,021	\$ 3,000	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 3,333	\$ 5,000
Automated Systems	\$ 6,182	\$ 75,420	\$ 47,130	\$ 70,695
Telephone	\$ 2,281	\$ 4,030	\$ 3,333	\$ 5,000
Postage	\$ 813	\$ 5,155	\$ 6,000	\$ 9,000
Printing & Publicity	\$ 4,776	\$ 19,555	\$ 24,000	\$ 36,000
Auditing	\$ -	\$ 17,468	\$ 13,667	\$ 20,500
Legal Services	\$ -	\$ -	\$ 1,333	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,534	\$ 11,659	\$ 5,200	\$ 7,800
	<u>\$ 16,759</u>	<u>\$ 146,034</u>	<u>\$ 116,330</u>	<u>\$ 174,495</u>
<b>Building Operations</b>				
Heat	\$ 39	\$ 17,696	\$ 11,200	\$ 16,800
Light & Power	\$ -	\$ 12,245	\$ 23,000	\$ 34,500
Water & Sewer	\$ 406	\$ 2,281	\$ 5,333	\$ 8,000
Fixtures, Furnishings & Equipment	\$ (2,328)	\$ 1,514	\$ 3,333	\$ 5,000
Building Supplies	\$ 1,805	\$ 7,655	\$ 8,000	\$ 12,000
Contracted Services	\$ 7,612	\$ 67,216	\$ 41,040	\$ 61,560
Repairs & Maintenance	\$ 3,232	\$ 16,760	\$ 12,000	\$ 18,000
Insurance	\$ -	\$ 18,811	\$ 21,667	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ -	\$ 4,904	\$ -	\$ -
	<u>\$ 10,766</u>	<u>\$ 278,083</u>	<u>\$ 125,573</u>	<u>\$ 188,360</u>
<b>Personnel</b>				
Salaries	\$ 76,238	\$ 635,344	\$ 676,861	\$ 1,015,292
Social Security	\$ 5,537	\$ 46,763	\$ 51,780	\$ 77,670
Retirement	\$ -	\$ -	\$ 72,929	\$ 109,394
Medical Insurance	\$ 6,080	\$ 48,400	\$ 61,269	\$ 91,904
Other Insurance	\$ -	\$ 6,231	\$ 10,667	\$ 16,000
Payroll Services	\$ 636	\$ 5,430	\$ 4,667	\$ 7,000
Staff Development	\$ 272	\$ 2,837	\$ 2,000	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 88,762</u>	<u>\$ 745,004</u>	<u>\$ 880,173</u>	<u>\$ 1,320,260</u>
<b>Total Income</b>	<u>\$ 10,596</u>	<u>\$ 1,463,363</u>	<u>\$ 1,584,155</u>	<u>\$ 1,866,232</u>
<b>Total Expense</b>	<u>\$ 133,364</u>	<u>\$ 1,270,907</u>	<u>\$ 1,242,893</u>	<u>\$ 1,864,340</u>
<b>Net Receipts (Expense)</b>	<u>\$ (122,768)</u>	<u>\$ 192,456</u>	<u>\$ 341,261</u>	<u>\$ 1,892</u>

**Rye Free Reading Room  
Annual Campaign  
August 2023 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
Donations received & deposited in	JAN	6,072	10,981	59,213	29,771
	FEB	150	2,960	16,352	9,764
	MAR	1,533	1,445	2,134	4,471
	APR	16,206	7,483	600	7,031
	MAY	946	3,225	492	3,077
	JUN	683	2,565	371	3,820
	JUL	253	2,406	4,267	2,850
	AUG	10,357	16,020	6,183	1,940
	SEP	361	2,345	4,017	37,884
	OCT	28,611	15,966	36,564	50,299
	NOV	42,570	17,269	64,037	88,772
	DEC	137,118	126,454	77,720	101,425
	<b>Total</b>	<b>244,859</b>	<b>209,119</b>	<b>271,950</b>	<b>341,104</b>
<i>Donations to Previous or Subsequent Annual Campaigns</i>					
Donations to <i>prior</i> Annual Campaigns		13,563	10,981	56,154	24,193
Donations to the <i>subsequent</i> Annual Campaign		0	0	0	0
<i>Sub-total</i>		<b>13,563</b>	<b>10,981</b>	<b>56,154</b>	<b>24,193</b>

Rye Free Reading Room  
Endowment Report  
August 2023

<b>Endowment Inflows/Outflows:</b>	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(11,022)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	30,794	57,746	63,379	59,271
Appreciation	44,367	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,173,630	2,109,492	2,388,851	2,188,828
Endowment Performance	3.04%	-7.44%	13.48%	2.25%
Return of S&P 500	20.65%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	2.02%	-13.01%	-1.54%	7.51%

<b>Silvercrest:</b>		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	5%	98,279	29,727	12,815	114,631
Fixed Income	35%	687,662	775,964	884,363	647,426
Equities	57%	1,129,185	1,046,548	1,170,444	1,143,143
Gold	1%	18,002	16,964	17,096	26,754
Other	2%	31,626	46,723	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<b>1,964,753</b>	<b>1,915,926</b>	<b>2,155,900</b>	<b>1,964,764</b>

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea			41,680	44,953	86,633
Flores			76,650	(4,622)	72,028
Balf			27,390	22,826	50,216
Silvercrest			745,086	1,219,667	1,964,753
			\$ 890,806	1,282,824	2,173,630



Combined Report For 8 Months Ending August 31, 2023

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,360,000	\$ -	\$ -	\$ 1,360,000
Annual Campaign	56,552	0	0	56,552
Contribution	-	152,740	0	152,740
Grants	-	230,823	0	230,823
Osborn Branch Library	25,388	0	0	25,388
Income from Invested and Equity	-	27,074	30,794	57,868
Miscellaneous	21,423	0	0	21,423
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-129,000	129,000	0	-
	<u>1,334,363</u>	<u>539,637</u>	<u>30,794</u>	<u>1,904,795</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	44,367	44,367
Total Funds	<u>1,334,363</u>	<u>539,637</u>	<u>75,161</u>	<u>1,949,161</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	47,061	24,288	0	71,349
Audio Visual	11,550	0	0	11,550
Periodicals	8,449	0	0	8,449
Programs	11,991	48,927	0	60,918
Online Resources	3,660	0	0	3,660
Miscellaneous	19,075	0	0	19,075
	<u>101,786</u>	<u>73,215</u>	<u>0</u>	<u>175,001</u>
<b>Library Operations</b>				
Supplies	11,725	0	0	11,725
Equipment & Systems - New	1,021	0	0	1,021
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	75,420	45,632	0	121,052
Telephone	4,030	0	0	4,030
Postage	5,155	0	0	5,155
Printing & Publicity	19,555	475	0	20,030
Auditing	17,468	0	0	17,468
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	11,659	0	0	11,659
	<u>146,034</u>	<u>46,107</u>	<u>0</u>	<u>192,141</u>
<b>Building Operations</b>				
Heat	17,696	0	0	17,696
Light & Power	12,245	0	0	12,245
Water & Sewer	2,281	0	0	2,281
Fixtures, Furnishings & Equipment	1,514	51,433	0	52,947
Building Supplies	7,655	0	0	7,655
Contracted Services	67,216	177,909	0	245,125
Repairs & Maintenance	16,760	21,078	0	37,838
Insurance	18,811	0	0	18,811
Miscellaneous	4,904	2,160	11,022	18,087
	<u>149,083</u>	<u>252,580</u>	<u>11,022</u>	<u>412,685</u>
<b>Personnel</b>				
Salaries	635,344	0	0	635,344
Social Security	46,763	0	0	46,763
Retirement	0	0	0	-
Medical Insurance	48,400	0	0	48,400
Other Insurance	6,231	0	0	6,231
Payroll Services	5,430	0	0	5,430
Staff Development	2,837	0	0	2,837
Miscellaneous	0	0	0	-
	<u>745,004</u>	<u>0</u>	<u>0</u>	<u>745,004</u>
Total Expense	<u>1,141,907</u>	<u>371,902</u>	<u>11,022</u>	<u>1,524,832</u>
Net Receipts/Expenses	192,456	167,735	64,139	424,329
Prior Year Funds	<u>374,367</u>	<u>592,522</u>	<u>2,109,492</u>	<u>3,076,381</u>
Balance	566,823	760,257	2,173,630	3,500,710

## September Financials

Light and power were up, as there were three bills paid out in September. The city did not send the power bills over to us for July and August, so that led to the bunched up payments.

The Combined report shows \$11k in Misc income for the book sale.

Annual Campaign income is on target. Stacy was out of the office at the end of the month, so some of that income that was received in September wasn't deposited until October. October annual campaign income is \$120k for Oct 1 to Oct 10.

Endowment performance is down. The YTD balance is \$2,109,000. That is the same as the ending balance for 2022, so at this point the endowment is flat for the year.

**Action : The Board accept the September 2023 financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 9 Month Ending September 30, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000
Annual Campaign	\$ 16,056	\$ 72,609	\$ 183,750	\$ 245,000
Miscellaneous Income	\$ 1,831	\$ 23,253	\$ 26,250	\$ 35,000
Osborn Branch Library	\$ -	\$ 25,388	\$ 42,174	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 65,000
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 17,887</u>	<u>\$ 1,481,250</u>	<u>\$ 1,612,174</u>	<u>\$ 1,866,232</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 6,692	\$ 53,753	\$ 66,664	\$ 88,885
Audio Visual	\$ 4,932	\$ 16,483	\$ 19,455	\$ 25,940
Periodicals	\$ 60	\$ 8,509	\$ 9,675	\$ 12,900
Programs	\$ 251	\$ 12,242	\$ 9,375	\$ 12,500
Ebooks/ Binding	\$ 4,743	\$ 27,478	\$ 30,750	\$ 41,000
	<u>\$ 16,678</u>	<u>\$ 118,465</u>	<u>\$ 135,919</u>	<u>\$ 181,225</u>
<b>Library Operations</b>				
Supplies	\$ 1,349	\$ 13,073	\$ 10,500	\$ 14,000
Equipment & Systems - New	\$ -	\$ 1,021	\$ 3,375	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 3,750	\$ 5,000
Automated Systems	\$ 120	\$ 75,540	\$ 53,021	\$ 70,695
Telephone	\$ 593	\$ 4,623	\$ 3,750	\$ 5,000
Postage	\$ 1,222	\$ 6,378	\$ 6,750	\$ 9,000
Printing & Publicity	\$ -	\$ 19,555	\$ 27,000	\$ 36,000
Auditing	\$ -	\$ 17,468	\$ 15,375	\$ 20,500
Legal Services	\$ -	\$ -	\$ 1,500	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 3,729	\$ 15,389	\$ 5,850	\$ 7,800
	<u>\$ 7,013</u>	<u>\$ 153,047</u>	<u>\$ 130,871</u>	<u>\$ 174,495</u>
<b>Building Operations</b>				
Heat	\$ -	\$ 17,696	\$ 12,600	\$ 16,800
Light & Power	\$ 8,732	\$ 20,977	\$ 25,875	\$ 34,500
Water & Sewer	\$ 329	\$ 2,609	\$ 6,000	\$ 8,000
Fixtures, Furnishings & Equipment	\$ -	\$ 1,514	\$ 3,750	\$ 5,000
Building Supplies	\$ 400	\$ 8,055	\$ 9,000	\$ 12,000
Contracted Services	\$ 5,612	\$ 72,828	\$ 46,170	\$ 61,560
Repairs & Maintenance	\$ -	\$ 16,760	\$ 13,500	\$ 18,000
Insurance	\$ -	\$ 18,811	\$ 24,375	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ -	\$ 4,904	\$ -	\$ -
	<u>\$ 15,073</u>	<u>\$ 293,154</u>	<u>\$ 141,270</u>	<u>\$ 188,360</u>
<b>Personnel</b>				
Salaries	\$ 76,072	\$ 635,344	\$ 761,469	\$ 1,015,292
Social Security	\$ 5,524	\$ 46,763	\$ 58,253	\$ 77,670
Retirement	\$ -	\$ -	\$ 82,046	\$ 109,394
Medical Insurance	\$ 6,136	\$ 48,400	\$ 68,928	\$ 91,904
Other Insurance	\$ 1,870	\$ 6,231	\$ 12,000	\$ 16,000
Payroll Services	\$ 619	\$ 5,430	\$ 5,250	\$ 7,000
Staff Development	\$ 326	\$ 2,837	\$ 2,250	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 90,547</u>	<u>\$ 745,004</u>	<u>\$ 990,195</u>	<u>\$ 1,320,260</u>
<b>Total Income</b>	<u>\$ 17,887</u>	<u>\$ 1,481,250</u>	<u>\$ 1,612,174</u>	<u>\$ 1,866,232</u>
<b>Total Expense</b>	<u>\$ 129,312</u>	<u>\$ 1,309,670</u>	<u>\$ 1,398,255</u>	<u>\$ 1,864,340</u>
<b>Net Receipts (Expense)</b>	<u>\$ (111,424)</u>	<u>\$ 171,580</u>	<u>\$ 213,919</u>	<u>\$ 1,892</u>

**Rye Free Reading Room  
Annual Campaign  
September 2023 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Donations received & deposited in	JAN	6,072	10,981	59,213	29,771	85,387	32,982
	FEB	150	2,960	16,352	9,764	5,531	1,446
	MAR	1,533	1,445	2,134	4,471	5,764	2,953
	APR	16,206	7,483	600	7,031	3,659	4,214
	MAY	946	3,225	492	3,077	5,989	2,689
	JUN	683	2,565	371	3,820	4,953	1,736
	JUL	253	2,406	4,267	2,850	811	9,500
	AUG	10,357	16,020	6,183	1,940	203	1,032
	SEP	361	2,345	4,017	37,884	16,977	16,056
	OCT	28,611	15,966	36,564	50,299	81,183	-
	NOV	42,570	17,269	64,037	88,772	67,548	-
	DEC	137,118	126,454	77,720	101,425	66,435	-
	<b>Total</b>	<b>244,859</b>	<b>209,119</b>	<b>271,950</b>	<b>341,104</b>	<b>344,440</b>	<b>72,608</b>
 <i>Donations to Previous or Subsequent Annual Campaigns</i>							
Donations to <i>prior</i> Annual Campaigns		13,563	10,981	56,154	24,193	85,287	30,883
Donations to the <i>subsequent</i> Annual Campaign		0	0	0	0	0	0
<i>Sub-total</i>		<b>13,563</b>	<b>10,981</b>	<b>56,154</b>	<b>24,193</b>	<b>85,287</b>	<b>30,883</b>

Rye Free Reading Room  
Endowment Report  
September 2023

<b>Endowment Inflows/Outflows:</b>	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(11,022)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	35,975	57,746	63,379	59,271
Appreciation	(24,662)	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,109,783	2,109,492	2,388,851	2,188,828
Endowment Performance	0.01%	-7.44%	13.48%	2.25%
Return of S&P 500	13.07%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-1.21%	-13.01%	-1.54%	7.51%

<b>Silvercrest:</b>		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	4%	82,716	29,727	12,815	114,631
Fixed Income	36%	695,079	775,964	884,363	647,426
Equities	57%	1,083,983	1,046,548	1,170,444	1,143,143
Gold	1%	17,145	16,964	17,096	26,754
Other	1%	28,571	46,723	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<b>1,907,494</b>	<b>1,915,926</b>	<b>2,155,900</b>	<b>1,964,764</b>

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	41,680	-	83,283
Flores		76,650	76,650	(5,953)	70,697
Balf		27,390	27,390	20,919	48,309
Silvercrest		745,086	745,086	1,162,408	1,907,494
		\$ 890,806	1,218,977	1,218,977	2,109,783

**Rye Free Reading Room- Combined Report**  
**For 9 Month Ending September 30, 2023**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,360,000	\$ -	\$ -	\$ 1,360,000
Annual Campaign	72,609	0	0	72,609
Contribution	-	154,945	0	154,945
Grants	-	230,823	0	230,823
Osborn Branch Library	25,388	0	0	25,388
Income from Invested and Equity	-	29,181	35,975	65,156
Miscellaneous	23,253	11,399	0	34,652
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	<u>-129,000</u>	<u>129,000</u>	<u>0</u>	<u>-</u>
	1,352,250	555,348	35,975	1,943,573
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	<u>-24,662</u>	<u>(24,662)</u>
<b>Total Funds</b>	<b>1,352,250</b>	<b>555,348</b>	<b>11,313</b>	<b>1,918,911</b>
<b>Expense</b>				
<b>Library Materials</b>				
Books	53,753	25,030	0	78,782
Audio Visual	16,483	0	0	16,483
Periodicals	8,509	0	0	8,509
Programs	12,242	53,048	0	65,290
Online Resources	4,743	0	0	4,743
Miscellaneous	<u>22,735</u>	<u>0</u>	<u>0</u>	<u>22,735</u>
	118,465	78,078	0	196,542
<b>Library Operations</b>				
Supplies	13,073	0	0	13,073
Equipment & Systems - New	1,021	0	0	1,021
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	75,540	45,632	0	121,172
Telephone	4,623	0	0	4,623
Postage	6,378	0	0	6,378
Printing & Publicity	19,555	475	0	20,030
Auditing	17,468	0	0	17,468
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	<u>15,389</u>	<u>0</u>	<u>0</u>	<u>15,389</u>
	153,047	46,107	0	199,154
<b>Building Operations</b>				
Heat	17,696	0	0	17,696
Light & Power	20,977	0	0	20,977
Water & Sewer	2,609	0	0	2,609
Fixtures, Furnishings & Equipment	1,514	57,092	0	58,606
Building Supplies	8,055	0	0	8,055
Contracted Services	72,828	177,909	0	250,737
Repairs & Maintenance	16,760	21,078	0	37,838
Insurance	18,811	0	0	18,811
Miscellaneous	<u>4,904</u>	<u>2,160</u>	<u>11,022</u>	<u>18,086</u>
	164,154	258,239	11,022	433,416
<b>Personnel</b>				
Salaries	635,344	0	0	635,344
Social Security	46,763	0	0	46,763
Retirement	0	0	0	-
Medical Insurance	48,400	0	0	48,400
Other Insurance	6,231	0	0	6,231
Payroll Services	5,430	0	0	5,430
Staff Development	2,837	0	0	2,837
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
	745,004	0	0	745,004
<b>Total Expense</b>	<b>1,180,670</b>	<b>382,424</b>	<b>11,022</b>	<b>1,574,116</b>
Net Receipts/Expenses	171,580	172,924	291	344,796
Prior Year Funds	<u>374,367</u>	<u>592,522</u>	<u>2,109,492</u>	<u>3,076,381</u>
<b>Balance</b>	<b>545,947</b>	<b>765,446</b>	<b>2,109,783</b>	<b>3,421,176</b>

## October Financials

In October, the income reflects the first major batch on annual campaign checks, and is ahead of last year's receipts.

For expenses, there are no significant changes.

Insurance shows the renewal costs, which is paid quarterly and reflects the \$7,000 paid for our Property Liability Insurance

Due to timing, there are two medical insurance payments reflected in October. The September payment was deducted on Oct 1, instead of Sept 30.

Automated systems is ahead of budget, due to the late receipt of security monitoring service invoices.

**Action : The Board accept the October 2023 financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 10 Month Ending October 31, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000
Annual Campaign	\$ 134,064	\$ 206,672	\$ 204,167	\$ 245,000
Miscellaneous Income	\$ 2,330	\$ 25,695	\$ 29,167	\$ 35,000
Osborn Branch Library	\$ 3,477	\$ 28,865	\$ 46,860	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 65,000
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 139,871</u>	<u>\$ 1,621,231</u>	<u>\$ 1,640,193</u>	<u>\$ 1,866,232</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 12,674	\$ 66,427	\$ 74,071	\$ 88,885
Audio Visual	\$ 6,349	\$ 22,831	\$ 21,617	\$ 25,940
Periodicals	\$ 60	\$ 8,569	\$ 10,750	\$ 12,900
Programs	\$ 889	\$ 13,131	\$ 10,417	\$ 12,500
Ebooks/ Binding	\$ -	\$ 27,478	\$ 34,167	\$ 41,000
	<u>\$ 19,972</u>	<u>\$ 138,436</u>	<u>\$ 151,021</u>	<u>\$ 181,225</u>
<b>Library Operations</b>				
Supplies	\$ 1,280	\$ 14,353	\$ 11,667	\$ 14,000
Equipment & Systems - New	\$ -	\$ 1,021	\$ 3,750	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 4,167	\$ 5,000
Automated Systems	\$ 4,610	\$ 80,150	\$ 58,913	\$ 70,695
Telephone	\$ 427	\$ 5,050	\$ 4,167	\$ 5,000
Postage	\$ 1,123	\$ 7,500	\$ 7,500	\$ 9,000
Printing & Publicity	\$ 6,666	\$ 26,222	\$ 30,000	\$ 36,000
Auditing	\$ -	\$ 17,468	\$ 17,083	\$ 20,500
Legal Services	\$ -	\$ -	\$ 1,667	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 2,498	\$ 17,887	\$ 6,500	\$ 7,800
	<u>\$ 16,604</u>	<u>\$ 169,651</u>	<u>\$ 145,413</u>	<u>\$ 174,495</u>
<b>Building Operations</b>				
Heat	\$ 78	\$ 17,774	\$ 14,000	\$ 16,800
Light & Power	\$ 3,732	\$ 24,709	\$ 28,750	\$ 34,500
Water & Sewer	\$ 318	\$ 2,928	\$ 6,667	\$ 8,000
Fixtures, Furnishings & Equipment	\$ -	\$ 1,514	\$ 4,167	\$ 5,000
Building Supplies	\$ 817	\$ 8,873	\$ 10,000	\$ 12,000
Contracted Services	\$ 4,457	\$ 77,285	\$ 51,300	\$ 61,560
Repairs & Maintenance	\$ -	\$ 16,760	\$ 15,000	\$ 18,000
Insurance	\$ 7,115	\$ 25,926	\$ 27,083	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ -	\$ 4,904	\$ -	\$ -
	<u>\$ 16,517</u>	<u>\$ 309,673</u>	<u>\$ 156,967</u>	<u>\$ 188,360</u>
<b>Personnel</b>				
Salaries	\$ 73,909	\$ 785,326	\$ 846,077	\$ 1,015,292
Social Security	\$ 5,359	\$ 57,645	\$ 64,725	\$ 77,670
Retirement	\$ -	\$ -	\$ 91,162	\$ 109,394
Medical Insurance	\$ 8,628	\$ 63,165	\$ 76,587	\$ 91,904
Other Insurance	\$ 1,393	\$ 9,493	\$ 13,333	\$ 16,000
Payroll Services	\$ 660	\$ 6,708	\$ 5,833	\$ 7,000
Staff Development	\$ 382	\$ 3,544	\$ 2,500	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 90,331</u>	<u>\$ 925,881</u>	<u>\$ 1,100,217</u>	<u>\$ 1,320,260</u>
<b>Total Income</b>	<u>\$ 139,871</u>	<u>\$ 1,621,231</u>	<u>\$ 1,640,193</u>	<u>\$ 1,866,232</u>
<b>Total Expense</b>	<u>\$ 143,423</u>	<u>\$ 1,543,641</u>	<u>\$ 1,553,617</u>	<u>\$ 1,864,340</u>
<b>Net Receipts (Expense)</b>	<u>\$ (3,552)</u>	<u>\$ 77,591</u>	<u>\$ 86,577</u>	<u>\$ 1,892</u>



**Rye Free Reading Room  
Annual Campaign  
October 2023 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2021</i>	<i>2022</i>	<i>2023</i>
Donations received & deposited in	JAN	29,771	85,387	32,982
	FEB	9,764	5,531	1,446
	MAR	4,471	5,764	2,953
	APR	7,031	3,659	4,214
	MAY	3,077	5,989	2,689
	JUN	3,820	4,953	1,736
	JUL	2,850	811	9,500
	AUG	1,940	203	1,032
	SEP	37,884	16,977	16,056
	OCT	50,299	81,183	134,064
	NOV	88,772	67,548	-
	DEC	101,425	66,435	-
	<b>Total</b>	<b>341,104</b>	<b>344,440</b>	<b>206,672</b>

*Donations to Previous or Subsequent Annual Campaigns*

Donations to <i>prior</i> Annual Campaigns	24,193	85,287	30,883
Donations to the <i>subsequent</i> Annual Campaigns	0	0	0
<i>Sub-total</i>	<b>24,193</b>	<b>85,287</b>	<b>30,883</b>

Rye Free Reading Room  
Endowment Report  
October 2023

<b>Endowment Inflows/Outflows:</b>	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(14,636)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	38,709	57,746	63,379	59,271
Appreciation	(66,659)	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,066,906	2,109,492	2,388,851	2,188,828
Endowment Performance	-2.02%	-7.44%	13.48%	2.25%
Return of S&P 500	10.69%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-2.77%	-13.01%	-1.54%	7.51%

<b>Silvercrest:</b>		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	6%	102,971	29,727	12,815	114,631
Fixed Income	37%	693,727	775,964	884,363	647,426
Equities	55%	1,025,608	1,046,548	1,170,444	1,143,143
Gold	1%	18,409	16,964	17,096	26,754
Other	1%	27,013	46,723	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<b>1,867,728</b>	<b>1,915,926</b>	<b>2,155,900</b>	<b>1,964,764</b>

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	41,680	40,048	81,728
Flores		76,650	76,650	(6,623)	70,027
Balf		27,390	27,390	20,033	47,423
Silvercrest		745,086	745,086	1,122,642	1,867,728
		\$ 890,806	890,806	1,176,099	2,066,905

**Rye Free Reading Room- Combined Report**  
**For 10 Month Ending October 31, 2023**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,360,000	\$ -	\$ -	\$ 1,360,000
Annual Campaign	206,672	0	0	206,672
Contribution	-	161,801	0	161,801
Grants	-	230,823	0	230,823
Osborn Branch Library	28,865	0	0	28,865
Income from Invested and Equity	-	29,181	38,709	67,890
Miscellaneous	25,695	11,399	0	37,094
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-129,000	129,000	0	-
	<u>1,492,231</u>	<u>562,204</u>	<u>38,709</u>	<u>2,093,144</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation	-	0	-66,659	(66,659)
Total Funds	<u>1,492,231</u>	<u>562,204</u>	<u>-27,950</u>	<u>2,026,485</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	66,427	28,222	0	94,649
Audio Visual	22,831	0	0	22,831
Periodicals	8,569	0	0	8,569
Programs	13,131	91,397	0	104,528
Online Resources	0	0	0	-
Miscellaneous	27,478	0	0	27,478
	<u>138,436</u>	<u>119,619</u>	<u>0</u>	<u>258,055</u>
<b>Library Operations</b>				
Supplies	14,353	0	0	14,353
Equipment & Systems - New	1,021	0	0	1,021
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	80,150	45,632	0	125,782
Telephone	5,050	0	0	5,050
Postage	7,500	0	0	7,500
Printing & Publicity	26,222	475	0	26,697
Auditing	17,468	0	0	17,468
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	17,887	0	0	17,887
	<u>169,651</u>	<u>46,107</u>	<u>0</u>	<u>215,758</u>
<b>Building Operations</b>				
Heat	17,774	0	0	17,774
Light & Power	24,709	0	0	24,709
Water & Sewer	2,928	0	0	2,928
Fixtures, Furnishings & Equipment	1,514	57,092	0	58,606
Building Supplies	8,873	0	0	8,873
Contracted Services	77,285	177,909	0	255,194
Repairs & Maintenance	16,760	21,078	0	37,838
Insurance	25,926	0	0	25,926
Miscellaneous	4,904	2,160	14,636	21,700
	<u>180,673</u>	<u>258,239</u>	<u>14,636</u>	<u>453,548</u>
<b>Personnel</b>				
Salaries	785,326	0	0	785,326
Social Security	57,645	0	0	57,645
Retirement	0	0	0	-
Medical Insurance	63,165	0	0	63,165
Other Insurance	9,493	0	0	9,493
Payroll Services	6,708	0	0	6,708
Staff Development	3,544	0	0	3,544
Miscellaneous	0	0	0	-
	<u>925,881</u>	<u>0</u>	<u>0</u>	<u>925,881</u>
Total Expense	<u>1,414,641</u>	<u>423,965</u>	<u>14,636</u>	<u>1,853,242</u>
Net Receipts/Expenses	77,591	138,238	-42,586	173,243
Prior Year Funds	<u>374,367</u>	<u>592,522</u>	<u>2,109,492</u>	<u>3,076,381</u>
Balance	451,958	730,760	2,066,906	3,249,624

## **Notary Policy Update**

The library has offered notary service since 2018, but recently expanded from one staff notary to 3 notaries. There has been a marked increase in notary appointments at the library as well.

This updated policy removes mentions of specific availability for notary appointments, and removes the option of the notary providing Copy Certification by Document Custodian services.

**Action : The Board approve the Notary policy**

## **Rye Free Reading Room Notary Services Policy**

The Rye Free Reading Room provides Notary Public services for the benefit of the residents of our community and adheres to the highest standards of competence and responsibility in providing Notary Public services.

Notary service is free for Rye residents and other residents of Westchester County. For non-residents, the charge for Notary service is \$2.00 per notary signature.

Notary service is available based on staffing. Confirm appointment availability on the library's website at [www.ryelibrary.org](http://www.ryelibrary.org) or by calling 914-967-0481.

### **User Responsibilities**

- Valid government-issued photo identification is required of any person seeking Notary Service.
- All documents must be signed in the presence of the Notary.
- All document signers must personally appear before the Notary.
- Witnesses will not be provided by the Library and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

### **Notary Responsibilities**

- The Notary will ensure that the signer understands the title of the document and is signing freely and willingly.
- The Notary in the Rye Free Reading Room shall correctly maintain a Notary journal of all notarial acts they perform.
- The Notary will establish the identity of each signer through personal knowledge or with identification documents. Identification documents must have both a photo and signature.

### **Limitations**

- The Notary must be able to read the documents to be notarized. Documents in any language other than English will not be notarized at this facility.
  - The Notary and the person seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a person seeking notarization.
-

- The Notary is not allowed to help draft or edit a document to be notarized. Therefore, if a document lacks a designated notary section that presents a complete and accurate notary certificate on the document itself or on its attachment, the document cannot be notarized.
- Notary Service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Form I-9's, or Depositions, as these types of documents can require technical or legal knowledge and are beyond the scope of this free service. Certain public documents, including birth certificates, death certificates, and marriage certificates, cannot be copied and notarized.
- Notaries cannot provide legal advice or counseling regarding documents. Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Notary. In this event, the Notary may, at his/her sole discretion, decline to provide Notary Service.

## **Children's Room Policy Update**

With the Children's Room relocation, there were minor updates to the children's room policy. Since the policy was approved in 2014, the computers in the children's room were removed. The Children's Room is now divided across two levels, instead of just one, so the language was updated to remove the references to the floor.

**Action : The Board approve the Children's Room policy**

## **Children's Room Policy**

The Rye Free Reading Room's Children's Room welcomes children of all ages, parents, caregivers and teachers. The Children's Room offers a variety of print and audio visual materials to borrow from babies to children in grade five and their parents, caregivers and teachers.

In the interests of the safety of children who use the Rye Free Reading Room, this code of conduct outlines acceptable behavior for the use of the Children's Room. It should be noted that all rules detailed in the Rye Free Reading Room Code of Conduct apply to the Children's Room. However, the Rye Free Reading Room recognizes that allowances need to be made for children.

1. All children under the age of 7 must have an adult or a responsible person 13 years or older with them at all times while they are anywhere in the Library.
2. 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.
3. The children's area of the Library is reserved for children, their parents or responsible adult caregivers. Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be questioned by staff, and may be asked to move to another area of the Library.
4. Appropriate behavior (respect for Library patrons, property and Staff) is expected by children in the Library. Disruptive children will receive one warning from the Children's Librarian. If in the librarian's judgment, the child continues to be disruptive or act inappropriately, then the child's parents will be notified and the child will be asked to leave.



## **Teen Room Policy Update**

With the Teen Room relocation, there were minor updates to the Teen Room policy. The teen only timeframe has been reduced by two hours during the weekday. In addition, the language was changed from specific dates to the broader category of summer vacation.

**Action : The Board approve the Teen Room policy**

## **Teen Room Policy**

The Rye Free Reading Room's Teen Room welcomes young adults and their parents, caregivers, teachers, and tutors. The Teen Room offers adolescents from 6<sup>th</sup> to 12<sup>th</sup> grade and their parents, caregivers, teachers, and tutors a variety of print and audio-visual materials to borrow from the library.

In the interests of the safety of teens who use the Rye Free Reading Room, this code of conduct outlines acceptable behavior for the use of the Teen Room. It should be noted that all rules detailed in the Rye Free Reading Room Code of Conduct apply to the Teen Room.

1. The Teen Room of the Library is reserved for teens and their accompanying parent, caregiver, teacher, or tutor from 2:30 pm to 6:00 pm on weekdays and is reserved for teens only on the weekends and during the Rye City School district summer vacation. Adults unaccompanied by a teenager during "teen only" times will be asked to move to another part of the library, unless browsing the Teen collection of library materials or seeking assistance from library staff.
2. Appropriate behavior (respect for Library patrons, property, and Staff) is expected by adolescents in the Library. Disruptive teenagers will receive two warnings from the librarian on duty. If in the librarian's judgment, the teen/teens continue to be disruptive or act inappropriately after two warnings, then the teen/teens will be asked to leave for the day or longer depending on the behavior. Threats of violence or other severe disruptive behaviors will result in immediate consequences, up to and including a ban from the library facilities and property.

### Computer Access

Teens may borrow laptops from the Welcome Desk. The Rye Free Reading Room internet use policy also applies to teens' use of computers.

Approved by the Board of Trustees, June 2019

## **Discovery Zone Policy Update**

With the opening of the Discovery Zone, the library's existing Children's Room policy no longer adequately covers the activities of the space. In addition, staff are not in the room to enforce particular elements of the Children's Room policy, so different guidelines are needed.

This policy is modeled after other libraries that have discovery zones, as well as children's museums and other public spaces with toys.

**Action : The Board approve the Discovery Zone policy**

## **Discovery Zone Policy**

The Rye Free Reading Room's Discovery Area welcomes children and their parents, caregivers, and guardians. The Discovery Area offers a space for imaginative play and early literacy to children from birth to age 8.

In the interests of the safety of those who use the Rye Free Reading Room, this code of conduct outlines acceptable behavior for the use of the Discovery Area. It should be noted that all rules detailed in the Rye Free Reading Room Code of Conduct apply to the Discovery Area.

- Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children
- Children in the Discovery Area must be attended by an adult at all times. Not all toys are designed for children under 3 years old. Adults are encouraged to use the activities with children.
- Please respect the equipment, the toys, and others. Please clean up after your child.
- Food and Beverages are only allowed in the labeled snack area. The Rye Free Reading Room is not an allergen free environment.
- Please do not change diapers in the Discovery Area. Diaper changing stations are available at the restrooms.
- Strollers should be left in the storage hall outside of the Discovery Area.
- Rye Free Reading Room reserves the right to open and close the play space at any time.

## **Cardholder and Borrowing Policy Update**

The library has added streaming sticks to the circulating collections. The cardholder and borrower policy needs to be updated to reflect the new devices:

- Patrons may borrow the Roku for two weeks, with no renewals.
- The devices are \$1 a day for late fees.
- Circulation is limited to Rye patrons ages 18 and up in good standing.

**Action : The Board approve the Cardholder and Borrowing policy**

## **Cardholder Registration & Borrowing Policy**

In order to insure fair and equitable access to the materials and information in the Rye Free Reading Room's collection, the library's Board of Trustees establishes policies for patron registration, length of loan periods, renewals, reserves, fines, and fees. The library staff enact these policies through their established procedures.

### **CARDHOLDER REGISTRATION**

#### **1. CATEGORIES OF ELIGIBILITY**

- a. **RESIDENT CARDHOLDERS:** Persons who reside in the City of Rye are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described below.
- b. **NON-RESIDENTS CARDHOLDERS:** Persons who work or attend school in the City of Rye and who reside outside of the Westchester Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described below.
- c. **TEMPORARY BORROWERS:** Persons who live, work or attend school outside the City, and who reside in the Westchester Library System service area, may be eligible for a library card from their home library; such persons are issued a temporary card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described below. Temporary card registration information will be sent to the individual's home library for issuance of a permanent library card.
- d. **GUEST COMPUTER USERS:** Persons who reside outside the City and the Westchester Library System service area may be eligible to obtain a temporary guest card in order to use library computers. Guest computer users may not borrow materials from the library's collection.
- e. Persons who reside outside the City and the Westchester Library System service area may be eligible to obtain a library card directly from the Westchester Library System for a fee. Individuals who are interested in a non-resident card should contact the Westchester Library System directly.

## 2. ACCEPTABLE IDENTIFICATION

Applicants for a Rye Free Reading Room library card must show identification with a current address. This identification will be used by library staff in determining the category of eligibility and registering the cardholder in the Westchester Library System's catalog. The following are considered acceptable proofs of identification:

- a. A valid state-issued driver's license with current residential address; or, (2) a valid state-issued identification card with current residential address; or, (3) imprinted checks with current residential address; or, (4) telephone, utility, rent, or tax bills with current residential address.
- b. Applicants who work in the City, including au pairs, nannies and other domestic workers, must also show proof of current employment. Suitable proof of employment includes a signed, dated letter from the employer with the employer's address.
- c. Applicants who attend school in the City must also show proof of current school attendance. Suitable proof of school attendance includes a signed, dated letter from a school official, or current student identification card.
- d. For applicants under the age of twelve (12), the parent or legal guardian must be present with the applicant. For children using the library in the care of au pairs, nannies and other domestic workers, the library will mail a card to the child's home.

## 3. DUPLICATION OF LIBRARY ACCOUNTS

Users may not maintain multiple borrowing accounts or multiple library cards.

## 4. AGE RESTRICTIONS

- a. There is no minimum age to receive a library card.
- b. Patrons under the age of twelve (12) are registered as juveniles; patrons over the age of twelve (12) and under the age of eighteen (18) are registered as teens; patrons ages eighteen (18) or over are registered as adults

## 5. LIBRARY CARD EXPIRATION & RENEWAL

Library cardholder privileges expire periodically and must be renewed. Current address and eligibility will be verified each time privileges are renewed

- a. Residents in good standing must have cards renewed every three (3) years.
- b. Non-residents in good standing must have cards renewed every one (1) year.
- c. Temporary cards are intended to allow the patron to use the library without first registering at their home library; they are not intended to replace a card from their home library. These cards expire in one (1) month and may not be renewed

## 6. SUSPENSIONS

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a. a patron owes more than \$ 50.00 in fines or replacement costs of materials; or
- b. a patron has more than three (3) claims returned at the same time; or
- c. mail sent to his/her home address is returned; or
- d. telephone number is disconnected; or
- e. another WLS library requests the suspension.

Library privileges will be restored when accounts have been settled.



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## BORROWING

### 1. RESPONSIBILITY

- a. In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.
- b. A patron may only borrow materials on his/her library card. A patron may borrow materials on his/her spouse's library card, provided prior consent has been obtained.
- c. A patron is responsible for all library materials checked out on his/her library card.

### 2. LOAN PERIODS

Loan periods and limits are designed to balance the individual user's needs against those of the community at large.

- |                               |         |
|-------------------------------|---------|
| a. Adult Audiobooks           | 21 Days |
| b. Adult Books                | 21 Days |
| c. Adult DVDs                 | 7 Days  |
| d. Adult Magazines            | 7 Days  |
| e. Adult Music CDs            | 21 Days |
| f. Adult New Books            | 14 Days |
| g. Children's Audiobooks      | 21 Days |
| h. Children's Books           | 21 Days |
| i. Children's Holiday Books   | 14 Days |
| j. Children's Music CDs       | 21 Days |
| k. Children's DVDs            | 7 Days  |
| l. Children's Kits            | 21 Days |
| m. Children's Magazines       | 7 Days  |
| n. Children's MP3 Players     | 14 Days |
| o. Children's Playaway Tablet | 14 Days |
| p. Children's Playaway Views  | 14 Days |
| q. Children's Wonderbooks     | 21 Days |
| r. Express Books              | 14 Days |
| s. Express Audio-Visual       | 7 Days  |
| t. Laptop                     | 2 Hours |
| u. MP3                        | 14 Days |
| v. Mobile Hotspot             | 14 Days |
| w. Roku Streaming Stick       | 14 Days |

### 3. RENEWALS

Most circulating items may be renewed once, unless the material is on hold for another patron. Items on hold may not be renewed; other items may be renewed in the library, by telephone, or via the Westchester Library System's online catalog. Renewals are not allowed for express books, express audio-visual materials, mobile hotspots, and Roku streaming sticks.

### 4. RETURN OF ITEMS

- a. Items may be returned to any library in the Westchester Library System.
- b. Items returned in the Rye Free Reading Room bookdrop before the library opens for the day are considered returned the previous day.
- c. Playaway devices, Wonderbooks, mobile hotspots, laptops, and Roku Streaming Sticks must be returned to the service desk at which they were borrowed.

### 5. OVERDUE NOTICES<sup>†</sup>

In order to remind users that they have overdue items, two (2) notices will be sent out. Cardholders may elect to have notices sent via e-mail or via telephone notification. The library does not send any printed notices. The library does not send notices for overdue fines, other than when an item is assumed lost.

- a. The first notice is an overdue/reminder notice that is sent after items are fourteen (14) days late.
- b. The second notice is a bill for the value of missing items that is sent after the items are sixty (60) days late and assumed lost.

### 6. CLAIMS RETURNED

If a library user feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. If the user subsequently returns the item, then the applicable overdue fine will be charged.

### 7. RECIPROCAL BORROWING

The Rye Free Reading Room is a member of the Westchester Library System. Cards issued by the Rye Free Reading Room may be used in any Westchester Library System ("WLS") member library. Library cards issued by other WLS libraries may be used in the Rye Free Reading Room. Items borrowed from other libraries are subject to the lending library's loan periods and overdue fines.

## 8. NON-CIRCULATING ITEMS

Items whose physical format is very susceptible to damage do not circulate. In addition, books that have been designated for reference use do not circulate. The Library Director or his/her designee may grant exceptions to this rule.

## 9. EQUIPMENT

The library does not accept any responsibility for damage caused to patrons' equipment (e.g. audio-visual playback devices) as a result of using borrowed media.

## 10. FINES AND FEES

- a. Overdue fines are assessed for items returned past their due date to encourage library users to return their materials by the designated return date so that they are available for other users.

a. Adult Audiobooks	\$.50/day, \$10 maximum
b. Adult Books	\$.25/day, \$10 maximum
c. Adult DVDs	\$1/day, \$10 maximum
d. Adult Magazines	\$.25/day, \$10 maximum
e. Adult Music CDs	\$.25/day, \$10 maximum
f. Children's Audiobooks	\$.25/day, \$10 maximum
g. Children's Books	\$.10/day, \$5 maximum
h. Children's DVD	\$1./day, \$10 maximum
i. Children's Kits	\$.10/day, \$5 maximum
j. Children's MP3 Players	\$.10/day, \$10 maximum
k. Children's Magazines	\$.25/day, \$5 maximum
l. Children's Music CDs	\$.10/day, \$5 maximum
m. Children's Playaway Tablet	\$2/day, \$25 maximum
n. Children's Playaway View	\$2/day, \$25 maximum
o. Children's Wonderbooks	\$.10/day, \$5 maximum
p. Express Audio-Visual	\$1/day, \$10 maximum
q. Express Books	\$.50/day, \$10 maximum
r. Laptops	\$2/per hour, \$10 Maximum
s. Mobile hotspots	\$1/day, \$10 maximum
t. Roku Streaming Stick	\$1/day, \$10 maximum

- b. Lost or damaged items are assessed at their current, full replacement costs. If the item is returned to the library within six (6) months then a refund of the replacement cost will be made upon presentation of a receipt. The library does not accept replacement materials in lieu of lost items.
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- c. New York State Education Law Section 265 provides for additional penalties.
- d. The Library Director or his/her designee has the option of waiving or reducing charges if it is determined that there are extenuating circumstances.

## 11. SPECIAL SERVICES

### a. RESERVES OR SYSTEM HOLDS

Library users may place a reserve or hold on circulating items within the Westchester Library System. Patrons may reserve these materials at any Westchester Library System library, by telephone, by e-mail, or via the library's online catalog.

### b. INTERLIBRARY LOAN REQUESTS<sup>†</sup>

- i. Library users may request that the library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Westchester Library System. These Inter-Library Loan ("ILL") requests are subject to the policies and procedures of the Westchester Library System.
- ii. The circulation policies of the lending library will prevail. The lending library may charge a fee for its service which will be passed along to the cardholder. The lending library may limit the number of interlibrary loan requests that it will accept.

## 12. SPECIAL COLLECTIONS

The Rye Free Reading Room offers a variety of special collections to enhance learning and fun. These materials are often packaged as kits and may include a variety of books, audiovisual aids, and even nontraditional formats like scientific equipment, learning toys, and other specialty items. Most special collection items are available for checkout by anyone with a valid Westchester Library System card.

### a. Laptops

- i. Laptops may be checked out for use inside the library only by people who are registered for a library card from any of the member libraries of the Westchester Library System, or for those out of area visitors who register for a guest pass at the Rye Free Reading Room. All laptop users will be required to provide a valid photo id that will be held at the customer service desk.
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- ii. Library laptop users are subject to the library's Internet Use Policy.
  - iii. Library laptops are only for use within the library building, and must be returned to the customer service desk.
  - iv. Laptop users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
  - v. Removal of a library laptop from the building incurs a fee of \$25 per day and suspension of all library borrowing privileges until it is returned. Failure to return a laptop constitutes theft and the library will pursue prosecution to the fullest extent of the law.
  - vi. Library laptops are shared devices. The borrower is responsible for signing out of all accounts and deleting all files/downloads before returning the laptop. Any apps the patron downloads onto the iPad will also be erased when the device is returned.
- b. Mobile Hotspots
- i. Mobile hotspots may be checked out for use only by individuals 18 or older who are registered for a library card from the Rye Free Reading Room
  - ii. Only one mobile hotspot may be checked out to a household at a time.
  - iii. Mobile hotspot users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
- c. STEM Kits
- i. The library circulates a variety of science, technology, engineering, and mathematics (STEM) kits for a variety of ages.
  - ii. The lending period, borrowing policies, and fine and fee structures for STEM kits are indicated on each item and may be different than other items in our collection.
  - iii. Due to their fragile nature and potential for missing parts, STEM kits must be returned inside the Rye Free Reading Room.
  - iv. If borrowers lose an entire STEM kit, they will be charged the cost to replace the entire kit and its packaging. Borrowers will be charged the cost of replacing individual components of a STEM kit if they return one that is missing pieces or with broken pieces.
  - v. After returning, please note that it may take up to 24 hours for STEM Kit to be processed and checked in.
-

d. Playaway Tablets

- i. Playaway tablets are preloaded with a selection of educational games that cover a wide variety of subjects for a wide variety of ages.
- ii. The lending period, borrowing policies, and fine and fee structures for Playaway Tablets are indicated on each item and may be different than other items in our collection.
- iii. Due to their fragile nature and potential for missing parts, tablets must be returned inside the Rye Free Reading Room.
- iv. If borrowers lose or break tablets, they will be charged the full cost of the item. Borrowers will be charged the cost of replacing individual components of a tablet if they return one that is missing pieces.
- v. A broken Playaway Launchpad may be reordered or replaced with a different title at the sole discretion of the Librarian.

e. Roku Streaming Sticks

- i. Roku Streaming Sticks are preloaded with a selection of streaming service apps for all ages. Streaming devices have no filtering software. The library will not be held responsible for any questionable content viewed or accessed.
- ii. Staff are unable to provide login credentials to patrons. Patrons must bring the device back to the library for troubleshooting.
- iii. Roku Streaming Sticks may be checked out for use only by individuals 18 or older who are registered for a library card from the Rye Free Reading Room
- iv. Only one Roku Streaming Sticks may be checked out to a household at a time.
- v. Roku Streaming Stick users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
- vi. Roku Streaming Stick users may not alter, delete or copy any software or streaming account registration information.

Approved by the Board of Trustees, December 20, 2022.

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<sup>†</sup> The Rye Free Reading Room is a member of the Westchester Library System and, as such, some policies expressed in this document reflect current Westchester Library System policy and/or procedure.

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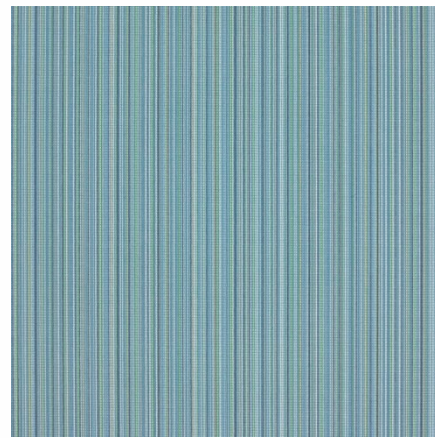
## Breezeway Furniture

After the success of Casino Night, the Auxiliary Board approved a request for \$15,000 in funding to purchase new furniture for the breezeway space. These 5 benches are suitable for families who are looking to read together, while also providing seating for after school times and before programs in the meeting room.

**Action : The Board approve the Auxiliary Board funding allocation**



**Bench 1, 2, 3**



**Bench 4, 5**

## Landscaping

Looking at the next steps in the front landscape process, there is an opportunity to consider the way the space in front is connected to the larger Village Green.

The library has been using the Village Green regularly for outdoor programs over the last few years. Currently when we use the green, we have the programmer set up on the walkway, or right in front of the patio steps. This layout works, but also has power cords crossing the walkways, and is somewhat limited by the placement of the large tree (pictured below).

The Village Green also has limited seating, which is in high demand during nice weather. The library patio furniture often gets moved out to the green, as there are only a few benches along Haviland for people to sit.

Having a space that is more conveniently located to power, and that also does not look directly into a tree or merge directly to a walkway would be helpful for programming. The proximity to the building would allow for charging, wifi access, and more seating for the community at large.

The low quality render image gives a rough visual example of a landscape adaptation that would fit both needs.

A donor recently made a donation to the Annual Campaign, with the note they would like some funds reserved for the front landscaping

**Action: The Board designate a portion of the gift to support quotes and renderings of the front landscape design.**



## **RFRR 2022 990**

Grassi, the library auditing firm, has prepared the 990 Form for 2022.

While the Board generally reviews the form before submission, due to a timing issue with Grassi, the form has been submitted. It was reviewed by the Director prior to submission, as the required date for submission was November 15, 2023.

**Action : The Board accept the 990 form for 2022.**

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Form **8879-TE**

# IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

For calendar year 2022, or fiscal year beginning \_\_\_\_\_, 2022, and ending \_\_\_\_\_, 20\_\_\_\_

# 2022

Department of the Treasury  
Internal Revenue Service

**Do not send to the IRS. Keep for your records.**  
Go to [www.irs.gov/Form8879TE](http://www.irs.gov/Form8879TE) for the latest information.

Name of filer

**RYE FREE READING ROOM**

EIN or SSN

**13-1740028**

Name and title of officer or person subject to tax **CHRIS SHOEMAKER  
DIRECTOR**

### Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not complete more than one line in Part I.**

<b>1a</b> Form 990 check here	<input checked="" type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12)	<b>1b</b> <u>2,394,004.</u>
<b>2a</b> Form 990-EZ check here	<input type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990-EZ, line 9)	<b>2b</b> _____
<b>3a</b> Form 1120-POL check here	<input type="checkbox"/>	<b>b Total tax</b> (Form 1120-POL, line 22)	<b>3b</b> _____
<b>4a</b> Form 990-PF check here	<input type="checkbox"/>	<b>b Tax based on investment income</b> (Form 990-PF, Part V, line 5)	<b>4b</b> _____
<b>5a</b> Form 8868 check here	<input type="checkbox"/>	<b>b Balance due</b> (Form 8868, line 3c)	<b>5b</b> _____
<b>6a</b> Form 990-T check here	<input type="checkbox"/>	<b>b Total tax</b> (Form 990-T, Part III, line 4)	<b>6b</b> _____
<b>7a</b> Form 4720 check here	<input type="checkbox"/>	<b>b Total tax</b> (Form 4720, Part III, line 1)	<b>7b</b> _____
<b>8a</b> Form 5227 check here	<input type="checkbox"/>	<b>b FMV of assets at end of tax year</b> (Form 5227, Item D)	<b>8b</b> _____
<b>9a</b> Form 5330 check here	<input type="checkbox"/>	<b>b Tax due</b> (Form 5330, Part II, line 19)	<b>9b</b> _____
<b>10a</b> Form 8038-CP check here	<input type="checkbox"/>	<b>b Amount of credit payment requested</b> (Form 8038-CP, Part III, line 22)	<b>10b</b> _____

### Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that  I am an officer of the above entity or  I am a person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

#### PIN: check one box only

I authorize **GRASSI & CO. CPA'S, P.C.** to enter my PIN **10035**  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date

### Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**11232210035**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature **GRASSI & CO. CPA'S, P.C.** Date **11/13/23**

**ERO Must Retain This Form - See Instructions**

**Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2022)

# Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

<b>Type or print</b>	Name of exempt organization or other filer, see instructions. <b>RYE FREE READING ROOM</b>	Taxpayer identification number (TIN) <b>13-1740028</b>
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. <b>1061 BOSTON POST ROAD</b>	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>RYE, NY 10580</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

**CHRIS SHOEMAKER**

- The books are in the care of ▶ **1061 BOSTON POST RD - RYE, NY 10580**

Telephone No. ▶ **914-967-0480** Fax No. ▶ \_\_\_\_\_

- If the organization does not have an office or place of business in the United States, check this box  ▶
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and TINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **NOVEMBER 15, 2023**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
▶  calendar year **2022** or  
▶  tax year beginning \_\_\_\_\_, and ending \_\_\_\_\_.

**2** If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return  
Change in accounting period

<b>3a</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	0.
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	0.
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	0.

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
 Do not enter social security numbers on this form as it may be made public.  
 Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

2022

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

<b>A</b> For the <b>2022</b> calendar year, or tax year beginning		and ending	
<b>B</b> Check if applicable:  <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>RYE FREE READING ROOM</b>		<b>D</b> Employer identification number <b>13-1740028</b>
	Doing business as		<b>E</b> Telephone number <b>914-231-3160</b>
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>1061 BOSTON POST ROAD</b>		
	City or town, state or province, country, and ZIP or foreign postal code <b>RYE, NY 10580</b>		<b>G</b> Gross receipts \$ <b>2,883,476.</b>
	<b>F</b> Name and address of principal officer: <b>CHRIS SHOEMAKER</b> <b>SAME AS C ABOVE</b>		<b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		<b>H(c)</b> Group exemption number	
<b>J</b> Website: <b>RYELIBRARY.ORG</b>		<b>L</b> Year of formation: <b>1884</b> <b>M</b> State of legal domicile: <b>NY</b>	
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other			

**Part I Summary**

	1 Briefly describe the organization's mission or most significant activities: <b>SEE SCHEDULE O</b>		
Activities & Governance	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	33
	6 Total number of volunteers (estimate if necessary)	6	20
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 2,222,387.	Current Year 2,058,254.
	9 Program service revenue (Part VIII, line 2g)	61,035.	66,072.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	231,737.	57,746.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	9,080.	211,932.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,524,239.	2,394,004.
	Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14 Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		1,160,851.	1,214,795.
16a Professional fundraising fees (Part IX, column (A), line 11e)		0.	0.
b Total fundraising expenses (Part IX, column (D), line 25)		0.	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		874,397.	1,195,456.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		2,035,248.	2,410,251.
19 Revenue less expenses. Subtract line 18 from line 12	488,991.	-16,247.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 5,676,507.	End of Year 5,439,605.
	21 Total liabilities (Part X, line 26)	0.	0.
	22 Net assets or fund balances. Subtract line 21 from line 20	5,676,507.	5,439,605.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <b>CHRIS SHOEMAKER, DIRECTOR</b>	Date
	Type or print name and title	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>JAIME RAPPS</b>	Preparer's signature <b>JAIME RAPPS</b>
	Firm's name <b>GRASSI &amp; CO. CPA'S, P.C.</b>	Date <b>11/13/23</b>
	Firm's address <b>750 THIRD AVENUE, 28TH FLOOR NEW YORK, NY 10017</b>	Check if self-employed <input type="checkbox"/> PTIN <b>P01462990</b>
		Firm's EIN <b>11-3266576</b> Phone no. <b>212-661-6166</b>

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

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Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: TO SERVE AS A DYNAMIC GATHRING PLACEAND CENTER FOR LIFELONG LEARNINGS FOR RYE RESIDENTS OF ALL AGES AND INTERESTS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code: ) (Expenses \$ 2,048,571. including grants of \$ ) (Revenue \$ 66,072. ) PROVIDE UP TO DATE AND INFORMATION SERVICES AND RECREATIONAL MATERIALS. LIBRARY MATERIAL CIRCULATION OF 126,376.

PROVIDE EDUCATIONAL PROGRAMS. TOTAL OF 1,213 PROGRAMS, HELD, ATTENDED BY 21,366 CHILDREN, 3,368 TEENS AND 4,135 ADULTS.

PROVIDE COMPUTER SERVICES AND EDUCATIONAL TUTORIAL CLASSES RELATED TO SOFTWARE AND HARDWARE. 3,716 APPOINTMENTS, 8300 HOURS OF WIFI, 54,144 SESSIONS.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 2,048,571.

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Part IV Checklist of Required Schedules

Table with 3 columns: Question ID, Yes, No. Rows include questions 1 through 21 regarding organizational requirements and financial reporting.

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Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Description, and Yes/No columns. Rows include questions 22 through 38 regarding organizational reporting and compliance.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Description, and Yes/No columns. Rows include questions 1a, 1b, and 1c regarding Form 1096 and backup withholding rules.



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Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 2a through 17 regarding employee counts, tax returns, gross income, foreign accounts, prohibited transactions, and charitable contributions.

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Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include 1a (17), 1b (17), 2, 3, 4, 5, 6, 7a, 7b, 8a, 8b, 9.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include 10a, 10b, 11a, 11b, 12a, 12b, 12c, 13, 14, 15a, 15b, 16a, 16b.

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed NONE
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection.
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records
CHRIS SHOEMAKER - 914-967-0480
1061 BOSTON POST RD, RYE, NY 10580

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
  - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CHRIS SHOEMAKER EXECUTIVE DIRECTOR	40.00			X			114,977.	0.	44,183.	
(2) CATHERINE RIEDEL ASSISTANT DIRECTOR	40.00			X			95,623.	0.	15,300.	
(3) STACY LAVELLE BOOKKEEPER	10.00			X			22,610.	0.	2,148.	
(4) KATHLEEN RIEGELHAUPT PRESIDENT	4.00	X		X			0.	0.	0.	
(5) KIRSTEN BUCCI VICE PRESIDENT	4.00	X		X			0.	0.	0.	
(6) JAN KELSEY SECRETARY	3.00	X		X			0.	0.	0.	
(7) MARRIA SEILER TREASURER	4.00	X		X			0.	0.	0.	
(8) MATT ANDERSON TRUSTEE	2.00	X					0.	0.	0.	
(9) DAIRE BROWN TRUSTEE	2.00	X					0.	0.	0.	
(10) JACKIE COHEN TRUSTEE	2.00	X					0.	0.	0.	
(11) NICOLE CUNNINGHAM TRUSTEE	2.00	X					0.	0.	0.	
(12) CHASE FINLEY TRUSTEE (RESIGNED 11/22)	2.00	X					0.	0.	0.	
(13) SHELLEY HUBER TRUSTEE	2.00	X					0.	0.	0.	
(14) FRANCIS JENKINS TRUSTEE	2.00	X					0.	0.	0.	
(15) MICHAEL KARMILOWICZ TRUSTEE (RESIGNED 10/22)	2.00	X					0.	0.	0.	
(16) JILL MACVICAR TRUSTEE	2.00	X					0.	0.	0.	
(17) MEGAN MONAGHAN TRUSTEE	2.00	X					0.	0.	0.	

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) TRISH MUCCIA TRUSTEE	2.00	X						0.	0.	0.
(19) KANE O'NEIL TRUSTEE	2.00	X						0.	0.	0.
(20) ELIZABETH PARKS TRUSTEE	2.00	X						0.	0.	0.
(21) EMILIE REDDOCH TRUSTEE	2.00	X						0.	0.	0.
(22) WANHI SALERNO TRUSTEE (RESIGNED 11/22)	2.00	X						0.	0.	0.
(23) PETER SINNOT IV TRUSTEE	2.00	X						0.	0.	0.
<b>1b Subtotal</b>								233,210.	0.	61,631.
<b>c Total from continuation sheets to Part VII, Section A</b>								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b>								233,210.	0.	61,631.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 1

	Yes	No
3 Did the organization list any <b>former</b> officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

				(A)	(B)	(C)	(D)	
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	<b>1 a</b>	Federated campaigns	<b>1a</b>					
	<b>b</b>	Membership dues	<b>1b</b>					
	<b>c</b>	Fundraising events	<b>1c</b>	141,711.				
	<b>d</b>	Related organizations	<b>1d</b>					
	<b>e</b>	Government grants (contributions)	<b>1e</b>	1,340,999.				
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above	<b>1f</b>	575,544.				
	<b>g</b>	Noncash contributions included in lines 1a-1f	<b>1g</b>	\$				
	<b>h</b>	<b>Total.</b> Add lines 1a-1f		2,058,254.				
	Program Service Revenue	<b>2 a</b>	OSBORN BRANCH	Business Code 459210	49,273.	49,273.		
<b>b</b>		FINES/BOOK RENTAL FEES	459210	16,403.	16,403.			
<b>c</b>		BOOK SALES	459210	396.	396.			
<b>d</b>								
<b>e</b>								
<b>f</b>		All other program service revenue						
<b>g</b>		<b>Total.</b> Add lines 2a-2f		66,072.				
Other Revenue	<b>3</b>	Investment income (including dividends, interest, and other similar amounts)		57,746.			57,746.	
	<b>4</b>	Income from investment of tax-exempt bond proceeds						
	<b>5</b>	Royalties						
	<b>6 a</b>	Gross rents	(i) Real					
			(ii) Personal					
	<b>b</b>	Less: rental expenses						
	<b>c</b>	Rental income or (loss)						
	<b>d</b>	Net rental income or (loss)						
	<b>7 a</b>	Gross amount from sales of assets other than inventory	(i) Securities					
			(ii) Other					
	<b>b</b>	Less: cost or other basis and sales expenses						
	<b>c</b>	Gain or (loss)		0.				
<b>d</b>	Net gain or (loss)		0.					
<b>8 a</b>	Gross income from fundraising events (not including \$ 141,711. of contributions reported on line 1c). See Part IV, line 18		8a	52,958.				
			8b	52,958.				
<b>c</b>	Net income or (loss) from fundraising events		0.					
<b>9 a</b>	Gross income from gaming activities. See Part IV, line 19		9a					
			9b					
<b>c</b>	Net income or (loss) from gaming activities							
<b>10 a</b>	Gross sales of inventory, less returns and allowances		10a					
			10b					
<b>c</b>	Net income or (loss) from sales of inventory							
Miscellaneous Revenue	<b>11 a</b>	PROCEEDS FROM INSURANC	Business Code 900099	195,000.			195,000.	
	<b>b</b>	MISCELANEOUS	900099	16,932.			16,932.	
	<b>c</b>							
	<b>d</b>	All other revenue						
	<b>e</b>	<b>Total.</b> Add lines 11a-11d		211,932.				
<b>12</b>	<b>Total revenue.</b> See instructions		2,394,004.	66,072.	0.	269,678.		

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 .....				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 .....				
<b>4</b> Benefits paid to or for members .....				
<b>5</b> Compensation of current officers, directors, trustees, and key employees .....	294,841.		294,841.	
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) .....				
<b>7</b> Other salaries and wages .....	740,439.	740,439.		
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	36,486.	36,486.		
<b>9</b> Other employee benefits .....	46,449.	46,449.		
<b>10</b> Payroll taxes .....	96,580.	73,377.	23,203.	
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management .....				
<b>b</b> Legal .....				
<b>c</b> Accounting .....	18,988.		18,988.	
<b>d</b> Lobbying .....				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees .....	14,934.		14,934.	
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	272,850.	272,850.		
<b>12</b> Advertising and promotion .....				
<b>13</b> Office expenses .....	75,541.	74,030.	1,511.	
<b>14</b> Information technology .....	80,131.	80,058.	73.	
<b>15</b> Royalties .....				
<b>16</b> Occupancy .....	198,312.	194,346.	3,966.	
<b>17</b> Travel .....				
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
<b>19</b> Conferences, conventions, and meetings .....	6,526.	6,526.		
<b>20</b> Interest .....				
<b>21</b> Payments to affiliates .....				
<b>22</b> Depreciation, depletion, and amortization .....	176,808.	173,274.	3,534.	
<b>23</b> Insurance .....	31,383.	30,755.	628.	
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
<b>a</b> <b>LIBRARY MATERIALS</b>	293,128.	293,128.		
<b>b</b> _____				
<b>c</b> _____				
<b>d</b> _____				
<b>e</b> All other expenses _____	26,855.	26,853.	2.	
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e	2,410,251.	2,048,571.	361,680.	0.
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

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**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	742,474.	1	977,800.	
	<b>2</b> Savings and temporary cash investments .....		2		
	<b>3</b> Pledges and grants receivable, net .....		3		
	<b>4</b> Accounts receivable, net .....		4		
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		5		
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		6		
	<b>7</b> Notes and loans receivable, net .....		7		
	<b>8</b> Inventories for sale or use .....		8		
	<b>9</b> Prepaid expenses and deferred charges .....		9		
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	10a 5,253,477.			
	<b>b</b> Less: accumulated depreciation .....	10b 2,871,437.	2,557,997.	10c	2,382,040.
	<b>11</b> Investments - publicly traded securities .....	2,376,036.	11	2,079,765.	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		12		
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		13		
	<b>14</b> Intangible assets .....		14		
	<b>15</b> Other assets. See Part IV, line 11 .....		15		
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) .....		5,676,507.	16	5,439,605.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....		17		
	<b>18</b> Grants payable .....		18		
	<b>19</b> Deferred revenue .....		19		
	<b>20</b> Tax-exempt bond liabilities .....		20		
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		21		
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		22		
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		23		
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		24		
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		25		
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....		0.	26	0.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.</b>				
	<b>27</b> Net assets without donor restrictions .....	4,120,756.	27	3,954,080.	
	<b>28</b> Net assets with donor restrictions .....	1,555,751.	28	1,485,525.	
	<b>Organizations that do not follow FASB ASC 958, check here and complete lines 29 through 33.</b>				
	<b>29</b> Capital stock or trust principal, or current funds .....		29		
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....		30		
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....		31		
	<b>32</b> Total net assets or fund balances .....	5,676,507.	32	5,439,605.	
	<b>33</b> Total liabilities and net assets/fund balances .....	5,676,507.	33	5,439,605.	

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**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,394,004.
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,410,251.
3	Revenue less expenses. Subtract line 2 from line 1	3	-16,247.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	5,676,507.
5	Net unrealized gains (losses) on investments	5	-220,655.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	5,439,605.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990:  Cash  Accrual  Other **MODIFIED CASH**  
 If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant?  Yes  No  
 If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  
 Separate basis  Consolidated basis  Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant?  Yes  No  
 If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:  
 Separate basis  Consolidated basis  Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?  Yes  No  
 If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?  Yes  No
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits

		Yes	No
2a		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2b		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2c		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3a		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3b		<input type="checkbox"/>	<input type="checkbox"/>

Form 990 (2022)



**SCHEDULE A**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**  
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
Attach to Form 990 or Form 990-EZ.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

Open to Public Inspection

Name of the organization <b>RYE FREE READING ROOM</b>	Employer identification number <b>13-1740028</b>
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**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations \_\_\_\_\_
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	1573066.	1580427.	1434556.	2222387.	2058254.	8868690.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>4 Total.</b> Add lines 1 through 3 .....	1573066.	1580427.	1434556.	2222387.	2058254.	8868690.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						8868690.

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>7</b> Amounts from line 4 .....	1573066.	1580427.	1434556.	2222387.	2058254.	8868690.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....	81,786.	79,550.	65,874.	65,419.	57,746.	350,375.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....	11,825.	14,228.	305.	9,080.	211,932.	247,370.
<b>11 Total support.</b> Add lines 7 through 10						9466435.
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	279,918.
<b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f)) .....	<b>14</b>	93.69 %
<b>15</b> Public support percentage from 2021 Schedule A, Part II, line 14 .....	<b>15</b>	95.38 %
<b>16a 33 1/3% support test - 2022.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input checked="" type="checkbox"/>
<b>b 33 1/3% support test - 2021.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<b>17a 10% -facts-and-circumstances test - 2022.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		
<b>b 10% -facts-and-circumstances test - 2021.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** .....

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2021 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2021 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2022.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**b 33 1/3% support tests - 2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions .....

**Part IV Supporting Organizations**

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

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Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? a A person who directly or indirectly controls... b A family member... c A 35% controlled entity...

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the governing body, members of the governing body, officers acting in their official capacity... Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s)...

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year... Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected... Row 3: By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice...

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). a The organization satisfied the Activities Test... b The organization is the parent of each of its supported organizations... c The organization supported a governmental entity... Row 2: Activities Test. Answer lines 2a and 2b below. a Did substantially all of the organization's activities during the tax year directly further the exempt purposes... b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement... Row 3: Parent of Supported Organizations. Answer lines 3a and 3b below. a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees... b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations?

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

**1** Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 ( *explain in Part VI*). **See instructions.**  
 All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

<b>Section A - Adjusted Net Income</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b> Net short-term capital gain	<b>1</b>		
<b>2</b> Recoveries of prior-year distributions	<b>2</b>		
<b>3</b> Other gross income (see instructions)	<b>3</b>		
<b>4</b> Add lines 1 through 3.	<b>4</b>		
<b>5</b> Depreciation and depletion	<b>5</b>		
<b>6</b> Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	<b>6</b>		
<b>7</b> Other expenses (see instructions)	<b>7</b>		
<b>8 Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	<b>8</b>		

<b>Section B - Minimum Asset Amount</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b> Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
<b>a</b> Average monthly value of securities	<b>1a</b>		
<b>b</b> Average monthly cash balances	<b>1b</b>		
<b>c</b> Fair market value of other non-exempt-use assets	<b>1c</b>		
<b>d Total</b> (add lines 1a, 1b, and 1c)	<b>1d</b>		
<b>e Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):			
<b>2</b> Acquisition indebtedness applicable to non-exempt-use assets	<b>2</b>		
<b>3</b> Subtract line 2 from line 1d.	<b>3</b>		
<b>4</b> Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	<b>4</b>		
<b>5</b> Net value of non-exempt-use assets (subtract line 4 from line 3)	<b>5</b>		
<b>6</b> Multiply line 5 by 0.035.	<b>6</b>		
<b>7</b> Recoveries of prior-year distributions	<b>7</b>		
<b>8 Minimum Asset Amount</b> (add line 7 to line 6)	<b>8</b>		

<b>Section C - Distributable Amount</b>			Current Year
<b>1</b> Adjusted net income for prior year (from Section A, line 8, column A)	<b>1</b>		
<b>2</b> Enter 0.85 of line 1.	<b>2</b>		
<b>3</b> Minimum asset amount for prior year (from Section B, line 8, column A)	<b>3</b>		
<b>4</b> Enter greater of line 2 or line 3.	<b>4</b>		
<b>5</b> Income tax imposed in prior year	<b>5</b>		
<b>6 Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	<b>6</b>		
<b>7</b> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	<b>Total annual distributions.</b> Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2022		
a	From 2017		
b	From 2018		
c	From 2019		
d	From 2020		
e	From 2021		
f	<b>Total</b> of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2022 distributable amount		
i	Carryover from 2017 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2022 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2022 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	<b>Excess distributions carryover to 2023.</b> Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2018		
b	Excess from 2019		
c	Excess from 2020		
d	Excess from 2021		
e	Excess from 2022		

Schedule A (Form 990) 2022

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**SCHEDULE A, PART II, LINE 10, EXPLANATION FOR OTHER INCOME:**

**MISCELLANEOUS**

2018 AMOUNT: \$ 8,336.

2019 AMOUNT: \$ 4,482.

2020 AMOUNT: \$ 14,927.

2021 AMOUNT: \$ 9,080.

2022 AMOUNT: \$ 16,932.

**NET INCOME OR (LOSS) FROM FUNDRAISING EVENTS**

2018 AMOUNT: \$ 3,489.

2019 AMOUNT: \$ 9,746.

2020 AMOUNT: \$ -14,622.

2021 AMOUNT: \$ 0.

2022 AMOUNT: \$ 0.

**PROCEEDS FROM INSURANCE**

2022 AMOUNT: \$ 195,000.



**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
Attach to Form 990.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization **RYE FREE READING ROOM** Employer identification number **13-1740028**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	Yes	No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	Yes	No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (for example, recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after July 25, 2006, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year \_\_\_\_\_

4 Number of states where property subject to conservation easement is located \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?  Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ..... \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X ..... \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ..... \$ \_\_\_\_\_

b Assets included in Form 990, Part X ..... \$ \_\_\_\_\_

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2022

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
  - b Scholarly research
  - c Preservation for future generations
  - d  Loan or exchange program
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII \_\_\_\_\_

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	2,389,743.	2,189,719.	2,234,506.	2,011,999.	2,155,601.
b Contributions					
c Net investment earnings, gains, and losses	-178,843.	295,025.	57,794.	307,507.	-58,603.
d Grants or scholarships					
e Other expenditures for facilities and programs	101,616.	95,001.	102,581.	85,000.	84,999.
f Administrative expenses					
g End of year balance	2,109,284.	2,389,743.	2,189,719.	2,234,506.	2,011,999.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment 37.9970 %
  - b Permanent endowment 62.0030 %
  - c Term endowment \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |  | Yes | No |
|--|-----|----|
| (i) Unrelated organizations  |     | X  |
| (ii) Related organizations   |     | X  |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? _____ | 3b  |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		3.		3.
b Buildings		4,943,042.	2,607,117.	2,335,925.
c Leasehold improvements				
d Equipment		310,432.	264,320.	46,112.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				2,382,040.

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**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely held equity interests .....		
(3) Other .....		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.)		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	2,158,415.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a	-220,655.	
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d	2e	-220,655.	
3	Subtract line 2e from line 1	3	2,379,070.	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	14,934.	
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c	14,934.	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	2,394,004.	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	2,395,317.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d	2e	0.	
3	Subtract line 2e from line 1	3	2,395,317.	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	14,934.	
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c	14,934.	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	2,410,251.	

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART V, LINE 4:**

THE ENDOWMENT FUNDS ARE USED FOR CHILDRENS' PROGRAMS, BOOKS AND OTHER LIBRARY MATERIALS, AND LIBRARY MAINTENANCE. ADDITIONALLY, FUNDS ARE AVAILABLE TO BE USED AT THE DISCRETION OF THE BOARD OF THE TRUSTEES FOR THE BETTERMENT OF THE LIBRARY.

**PART X, LINE 2:**

THE LIBRARY HAS DETERMINED THAT THERE ARE NO MATERIAL UNCERTAIN TAX POSITIONS THAT REQUIRE DISCLOSURE IN THE FINANCIAL STATEMENTS. THE LIBRARY IS SUBJECT TO ROUTINE AUDITS BY TAXING JURISDICTIONS; HOWEVER, THERE ARE CURRENTLY NO AUDITS FOR ANY TAX PERIODS IN PROGRESS. THE LIBRARY BELIEVES IT IS NO LONGER SUBJECT TO INCOME TAX EXAMINATIONS PRIOR TO 2019.

**Part XIII** Supplemental Information *(continued)*

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Lined area for supplemental information.



**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		NOVEL NIGHT (event type)	VEHICLE FAIR (event type)	NONE (total number)	
Revenue	1	168,848.	25,821.		194,669.
	2	119,149.	22,562.		141,711.
	3	49,699.	3,259.		52,958.
Direct Expenses	4				
	5				
	6	36,825.			36,825.
	7				
	8	2,824.	3,259.		6,083.
	9	10,050.			10,050.
	10	Direct expense summary. Add lines 4 through 9 in column (d)			
11	Net income summary. Subtract line 10 from line 3, column (d)				0.

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
		Yes _____ % No	Yes _____ % No	Yes _____ % No	
Revenue	1				
Direct Expenses	2				
	3				
	4				
	5				
	6				
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_  
 a Is the organization licensed to conduct gaming activities in each of these states? Yes No  
 b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No  
 b If "Yes," explain: \_\_\_\_\_





**Part IV** Supplemental Information *(continued)*

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Lined area for supplemental information.

**SCHEDULE J  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**CLIENT COPY**  
**Compensation Information**

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees  
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.  
Attach to Form 990.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

Open to Public Inspection

Name of the organization **RYE FREE READING ROOM** Employer identification number **13-1740028**

**Part I Questions Regarding Compensation**

	Yes	No
<b>1a</b> Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.		
First-class or charter travel		
Travel for companions		
Tax indemnification and gross-up payments		
Discretionary spending account		
Housing allowance or residence for personal use		
Payments for business use of personal residence		
Health or social club dues or initiation fees		
Personal services (such as maid, chauffeur, chef)		
<b>b</b> If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....	<b>1b</b>	
<b>2</b> Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....	<b>2</b>	
<b>3</b> Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.		
Compensation committee		
Independent compensation consultant		
Form 990 of other organizations		
Written employment contract		
Compensation survey or study		
Approval by the board or compensation committee		
<b>4</b> During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:		
<b>a</b> Receive a severance payment or change-of-control payment? .....	<b>4a</b>	<b>X</b>
<b>b</b> Participate in or receive payment from a supplemental nonqualified retirement plan? .....	<b>4b</b>	<b>X</b>
<b>c</b> Participate in or receive payment from an equity-based compensation arrangement? .....	<b>4c</b>	<b>X</b>
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.		
<b>Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.</b>		
<b>5</b> For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:		
<b>a</b> The organization? .....	<b>5a</b>	<b>X</b>
<b>b</b> Any related organization? .....	<b>5b</b>	<b>X</b>
If "Yes" on line 5a or 5b, describe in Part III.		
<b>6</b> For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:		
<b>a</b> The organization? .....	<b>6a</b>	<b>X</b>
<b>b</b> Any related organization? .....	<b>6b</b>	<b>X</b>
If "Yes" on line 6a or 6b, describe in Part III.		
<b>7</b> For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....	<b>7</b>	<b>X</b>
<b>8</b> Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....	<b>8</b>	<b>X</b>
<b>9</b> If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....	<b>9</b>	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2022

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) CHRIS SHOEMAKER EXECUTIVE DIRECTOR	(i)	114,977.	0.	0.	18,396.	25,787.	159,160.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
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	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							



**SCHEDULE O  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
Attach to Form 990 or Form 990-EZ.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

RYE FREE READING ROOM

Employer identification number

13-1740028

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

TO SERVE AS A DYNAMIC GATHERING PLACE AND CENTER FOR LIFELONG LEARNING  
FOR RYE RESIDENTS OF ALL AGES AND INTERESTS.

FORM 990, PART VI, SECTION B, LINE 11B:

A DRAFT OF THE 990 WAS PRESENTED BY THE PREPARER AND WAS REVIEWED BY THE  
DIRECTOR, TREASURER, PRESIDENT OF THE BOARD, AND THE AUDIT COMMITTEE. THEY  
HAD THE OPPORTUNITY TO REQUEST CHANGES AND THEN THE FINAL 990 WAS PRESENTED  
TO THE FULL BOARD PRIOR TO BEING FILED.

FORM 990, PART VI, SECTION B, LINE 12C:

YEARLY, MEMBERS OF THE BOARD OF TRUSTEES, THE FINANCE COMMITTEE, THE AUDIT  
COMITTEE, OFFICERS AND KEY MANAGEMENT EMPLOYEES RECEIVE THE CONFLICT OF  
INTEREST POLICY WHICH THEY ARE ASKED TO READ AND SIGN. EACH PERSON THAT  
RECEIVES THE POLICY IS REQUIRED TO LIST POTENTIAL CONFLICTS THAT MAY ARISE  
IN THE COMING YEAR WHICH WOULD CONSTITIUTE HIM OR HER INTO AN INTERESTED  
PERSON. WHEN AN ACTUAL TRANSACTION IS BEING CONSIDERED, THE INTERESTED  
PERSON MUST DISCLOSE THE EXISTENCE AND NATURE OF THE FINANCIAL OR PERSONAL  
INTEREST TO THE MEMBERS OF THE BOARD OR COMMITTEES CONSIDERING THE  
TRANSACTION. AFTER THE DISCLOSURE, THE INTERESTED PERSON SHALL LEAVE THE  
BOARD MEETING WHILE THE FINANCIAL OR PERSONAL INTEREST IS DISCUSSED AND  
VOTED UPON TO DETERMINE IF A CONFLICT OF INTEREST TRULY EXISTS. IF IT IS  
DETERMINED THAT A CONFLICT DOES EXIST, THEN THE PRESIDENT OF THE BOARD OR  
THE CHAIR OF A COMMITTEE SHALL APPOINT A DISINTERESTED PERSON OR COMMITTEE  
TO INVESTIGATE ALTERNATIVES TO THE PROPOSED TRANSACTION OR ARRANGEMENT.

AFTER EXERCISING DUE DILIGENCE, THE COMMITTEE SHALL DETERMINE WHETHER THE

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2022

Name of the organization

RYE FREE READING ROOM

Employer identification number

13-1740028

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RYE FREE READING ROOM CAN OBTAIN A MORE ADVANTAGEOUS TRANSACTION OR ARRANGEMENT WITH REASONABLE EFFORTS FROM A PERSON OR ENTITY THAT WOULD NOT GIVE RISE TO A CONFLICT OF INTEREST. IF A MORE ADVANTAGEOUS TRANSACTION OR ARRANGEMENT IS NOT REASONABLY ATTAINABLE UNDER CIRCUMSTANCES THAT WOULD NOT GIVE RISE TO A CONFLICT OF INTEREST, THE BOARD OR COMMITTEE SHALL DETERMINE BY A MAJORITY VOTE OF THE DISINTERESTED DIRECTORS WHETHER THE TRANSACTION OR ARRANGEMENT IS IN THE LIBRARY'S BEST INTEREST. IT SHALL MAKE ITS DECISION WHETHER TO ENTER INTO THE TRANSACTION OR ARRANGEMENT IN CONFORMITY WITH SUCH DETERMINATION. IF THE BOARD OR COMMITTEE HAS REASONABLE CAUSE TO BELIEVE THAT ONE OF ITS MEMBERS HAS FAILED TO DISCLOSE ACTUAL OR POSSIBLE CONFLICTS OF INTEREST, IT SHALL INFORM THE MEMBER OF THE BASIS FOR SUCH BELIEF AND AFFORD THE MEMBER AN OPPORTUNITY TO EXPLAIN THE ALLEGED FAILURE TO DISCLOSE. IF, AFTER HEARING THE RESPONSE OF THE MEMBER AND MAKING SUCH FURTHER INVESTIGATION AS MAY BE WARRANTED, THE BOARD OR COMMITTEE DETERMINES THAT THE MEMBER HAS IN FACT FAILED TO DISCLOSE AN ACTUAL OR POSSIBLE CONFLICT OF INTEREST, IT SHALL TAKE APPROPRIATE DISCIPLINARY AND CORRECTIVE ACTION.

FORM 990, PART VI, SECTION B, LINE 15:

LINE 15A - THE WESTCHESTER LIBRARY SYSTEM ANNUALLY REQUESTS FROM ALL LIBRARIES IN THE SYSTEM AN UPDATED FORM WHICH LISTS SALARIES FOR ALL EMPLOYEES IN EACH LIBRARY. ALONG WITH ALL OTHER EMPLOYEES, THE WLS SALARY REPORT LISTS THE SALARY OF THE DIRECTOR OF EACH LIBRARY IN THE SYSTEM AND THE YEARS IN THAT POSITION. THIS SALARY SURVEY REPORT IS ONE TOOL USED BY THE BOARD OF TRUSTEES. DIRECTOR'S LAST REVIEW WAS PERFORMED ON AUGUST 19, 2021. THE EXECUTIVE COMMITTEE REVIEWS THE DIRECTOR'S SELF EVALUATION, COMPARES SALARY LISTINGS FOR SIMILAR SIZE LIBRARIES IN WESTCHESTER COUNTY, AND DISCUSSES THE REVIEW WITH THE FULL BOARD.

Name of the organization

RYE FREE READING ROOM

Employer identification number

13-1740028

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LINE 15B - THE DIRECTOR REVIEWS THE COMPENSATION OF THE BUSINESS MANAGER. THIS WAS LAST CONDUCTED IN 2021.

FORM 990, PART VI, SECTION C, LINE 19:

GOVERNING DOCUMENTS ARE AVAILABLE ON THE WEBSITE. CONFLICT OF INTEREST IS AVAILABLE BY REQUEST. UNAUDITED FINANCIAL STATEMENTS ARE PUBLISHED IN THE ANNUAL REPORT AND ON THE WEBSITE. ACTUAL AUDIT IS AVAILABLE BY REQUEST ONCE RECEIVED.

FORM 990, PART IX, LINE 11G, OTHER FEES:

CONTRACTED SERVICES:

PROGRAM SERVICE EXPENSES	272,850.
MANAGEMENT AND GENERAL EXPENSES	0.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	272,850.
TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A	272,850.

FORM 990, PART XII, LINE 1:

THE FINANCIAL STATEMENTS ARE PREPARED ON THE MODIFIED CASH BASIS OF ACCOUNTING. CONSEQUENTLY, REVENUES ARE RECOGNIZED WHEN RECEIVED RATHER THAN WHEN EARNED, AND EXPENSES ARE RECOGNIZED WHEN PAID RATHER THAN WHEN THE OBLIGATION IS INCURRED. HOWEVER, DEBT, UNREALIZED GAINS AND LOSSES ON INVESTMENTS, AND DEPRECIATION EXPENSE ARE RECOGNIZED IN THE FINANCIAL STATEMENTS.

FORM 990, PART XII, LINE 2C

THIS PROCESS HAS NOT CHANGED FROM THE PRIOR YEAR.

Name of the organization

RYE FREE READING ROOM

Employer identification number

13-1740028

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Lined area for reporting information.





## Trustee Education

### Pre-recorded Education Opportunities for 2023

- 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\\_RtTwqkH2bNgVlcb1pWaTSa7dZRfPbJ&feature=shared](https://youtube.com/playlist?list=PLd_RtTwqkH2bNgVlcb1pWaTSa7dZRfPbJ&feature=shared)

### Upcoming Education Opportunities – Attend Live, or Register to Receive the Recording for 2024

- WLS Trustee Institute: Problem-Solving Strategies for Library Boards and Staff -  
Wednesday, January 10, 2024  
6:30 PM - 8:00 PM  
Online – register at  
<https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=7002>



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## 2024 Trustee Meeting Schedule

January 23  
February 15 – Annual Meeting at 7 pm (Thursday)  
March 19  
April 16  
May 21  
June 25  
July 24  
September 24  
October 29  
November 19  
December 17

All meeting take place at 7:30 pm in the Community Meeting Room unless otherwise noted. Please check the library calendar for any schedule change.

**Action : The Board approve the 2024 Meeting Schedule**

## **Mayor's Award Confirmation**

The recipient of the 2023 Mayor's Award is Harold Holtzer.

Harold is the winner of The 2015 Gilder-Lehrman Lincoln Prize, is one of the country's leading authorities on Abraham Lincoln and the political culture of the Civil War era. A prolific writer and lecturer, and frequent guest on television, Holzer served for six years (2010–2016) as Chairman of The Lincoln Bicentennial Foundation. For the previous 10 years he co-chaired the U. S. Abraham Lincoln Bicentennial Commission (ALBC), appointed by President Clinton. President Bush awarded Holzer the National Humanities Medal in 2008. And in 2013, Holzer wrote an essay on Lincoln for the official program at the re-inauguration of President Obama. He is now chairman of The Lincoln Forum. In his work as a historian Holzer has authored, co-authored, and edited more than 52 books, and contributed more than 550 articles to magazines and journals, plus chapters and forewords for 60 additional books.

His newest book, **Brought Forth on This Continent: Abraham Lincoln and American Immigration** will be released on February 13.

**Action : The Board approve the Mayor's Award nominee**

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Reviewed year end department spending with Business Manager and Assistant Director
- Strategic Planning
  - Scheduled proposal reviews for Discovery Area vendors
  - Reviewed November program survey submissions
  - Reviewed strategic planning goals with Committee Chair

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Completed thank you to new and increased donors for Annual Campaign donations
- Community Relations
  - Met with RW250 steering committee to plan programs for the semiquincentennial of the Revolutionary War
  - Discussed marketing strategies for library social media channels
- Fundraising
  - Researched future CONED grant opportunities as the STEM grant sunsets.

### BUILDING & GROUNDS:

- With library staff, added signage to discovery zone and Ogden Nash Room
- With building manager, oversaw demolition and beginning work on library roof railing

### STAFF & PERSONNEL

- Reviewed performance review and staff goals with Assistant Director

## **2024 Library Holiday Closing Schedule**

Monday, January 1 – New Year’s Day  
Monday, January 15 – Martin Luther King Jr. Day  
Monday, February 18 – President’s Day  
Sunday, March 31 – Easter Sunday  
Sunday, May 26 – Memorial Day  
Monday, May 27 – Memorial Day  
Thursday, July 4 – Independence Day  
Sunday, September 1 – Labor Day  
Monday, September 2 – Labor Day  
Thursday, November 28 – Thanksgiving  
Tuesday, December 24 – Christmas Eve  
Wednesday, December 25 – Christmas Day  
Tuesday, December 31 – New Year’s Eve (Close at 4 pm)

**Action : The Board approve the 2024 Closing Schedule**

## **Adult Services**

### PROGRAMMING:

- Bling's the Thing: Earring Design Workshop - Make a pair, donate a pair to women and children in domestic violence shelters

### COMMUNITY OUTREACH:

#### **Strategic Priority 1: Independent Reading Services**

##### Book Displays

- RFRR Off The Shelf Book Picks
- Computer Science Education Week

##### Programs

- Read in Rye : Patti Hartigan – August Wilson : A Life

#### **Strategic Priority 4: Community Interest Advancement:**

- Provided meeting/program space for - Rye Sustainability Committee, SPRYE, Rye Nature Center, Rye Youth Council Parent Support Groups, Parents of Children/Young Adults with Special Needs, Rye Commons, HDSW (Human Development Services of Westchester)
- Space Bookings
  - Local History Room – 47
  - Left Study Room – 32
  - Right Study Room - 35

## Teen Services

### PROGRAMMING AND DISPLAYS:

- 30 kids came to our annual gingerbread house lock-in on Friday, with a larger share of them being new faces to the program as well.
- A multi-generational program was offered with Adult Services to welcome high school students into the Earring Design workshop
- The Nintendo Switch is being added back into the space on Tuesdays and Wednesdays to help keep the space friendly to the kids who use it for study and group work as well.

### Strategic Goals - #1 Independent Reading

- The cookies and books program, which offers a space for sharing reading and getting recommendations, has resumed with attendance largely based on who is in the room at the time of the event, but still successful

### Strategic Goals - #4 Community Interest Advancement

- Teen requests for repeating popular programming have been taken into consideration for the upcoming events cycles and year ahead.

### Materials

- Board games have a 100% circulation rate for the last year
- End cap displays feature the first 2 to 3 books in a series as a way to encourage circulation and discovery



## **Children's Services**

### **Community Interest Advancement**

- In addition to our regular programs, families have an abundance of choice during the school break week. We have slime workshops, a special winter craft, a gingerbread man scavenger hunt, and our annual Noon Years' Eve party on Saturday December 30.
- Tuesday afternoon programming for young children has increased slightly, and we will continue to offer it for the first quarter of the new year.

### **Independent Reading and Reading Drop-off Prevention**

- A new book group is starting in February 2024. Books and Beyond will be held for 2 separate age groups to try to reach a larger span of readers and encourage reading along with a lively discussion, snack, and activity.

### **Materials**

- A final Wonderbooks order was placed for the year, and we have invested funds into Overdrive to provide some popular series in other formats.

### **Outreach:**

- Milton Elementary is coming in for a booktasting event in January.

### **Other:**

- We have made minor changes to toys in the Discovery area, for both safety reasons and due to breakage.

## **Auxiliary Board Bylaws**

The Auxiliary Board bylaws were last updated in 2018.

In this update, there are two changes:

- Auxiliary Board members must be members of the library
- The number of meetings was increased from five to seven to seven to nine

At the December 13, 2023 Auxiliary Board meeting, the members voted to approve the changes. The Board of Trustees must also approve the updates.

Action : The Board approve the Auxiliary Board Bylaws changes



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## **THE RYE FREE READING ROOM AUXILIARY BOARD BY-LAWS**

**June 18, 2009**

### **ARTICLE I – NAME**

The name of this organization shall be the “Rye Free Reading Room Auxiliary Board.”

### **ARTICLE II – PURPOSE**

As a standing committee of the Board of Trustees of the Rye Free Reading Room, the Auxiliary Board’s purpose shall be to support the activities of the library and it’s Board of Trustees. The support will include but not be limited to; running fundraising efforts, initiating and or assisting with programs, offering community service and enhancing the public relations of the library within the community.

### **ARTICLE III – MEMBERSHIP**

#### **A. Composition**

The active Auxiliary Board shall consist of up to 45 members.

#### **B. Duties**

Members must commit to a term of three years and actively participate in the work of at least two committees of the Auxiliary Board. Members are expected to attend a majority of the year’s general meetings as well as their own committee’s meetings.

They shall have full voting privileges. In early December, members of the Auxiliary Board who have not attended meetings nor participated on any committee during the year will be contacted by one of the co-presidents to ascertain their interest in continuing as a member of the Board.

Upon completion of their first term, members will have the option to renew for one additional three-year term, become a sustainer, or resign. Sustainers will not be required to attend meetings or serve on committees; however, they will be required to volunteers at two events per year and be expected to support the fundraising efforts of the Auxiliary Board.

**C. New Members**

New members of the Auxiliary Board will be presented by the Nominating Committee at each regular meeting of the Auxiliary Board. Any member of the Auxiliary Board or Board of Trustees may propose a new member, in writing, to the Nominating Committee. Such nomination must be seconded by another member of the Auxiliary Board. Both the proposer and the seconder should know the nominee well and believe the nominee will uphold the purpose of the organization as stated in Article II above. Upon the receipt of a written nomination, the Nominating Committee, at its discretion, will add the nominee's name to the list of candidates to be considered at the next meeting. The members will vote on the slate at a general meeting of the Auxiliary Board. New members will be noted by the secretary in the minutes distributed after each general meeting. Once the new members have been voted into membership by the Auxiliary Board, such vote will be ratified by the Board of Trustees. New members will be notified and invited to attend the next general meeting. New members must be members of the Rye Free Reading Room

**D. Resignation**

A member of the Auxiliary Board may resign by notifying one of the co-presidents in writing. Following this process, the Nominating Committee will notify the Auxiliary Board, in writing, of those names.

**E. Non-Member Volunteers**

Volunteers to any of the Auxiliary Board's Standing or Ad Hoc Committees are welcome, as committee members deem necessary.

**ARTICLE IV – OFFICERS**

**A. Officers**

Officers shall include co-presidents, a secretary and a treasurer.

**B. Terms of office**

Co-presidents shall be elected to serve for a term of two years on a staggered basis such that one new co-president is elected each year. The secretary and treasurer shall be elected to serve for a term of two years. Terms are from January 1 to December 31. No officer may fill the same position for more than 2 years. Officers are ineligible for reelection to that same office for a period of 3 years.

**C. Election of officers**

The election of officers shall be held at the November meeting. For the 4 weeks prior to the November general meeting, members of the Auxiliary Board may suggest names of possible candidates to the Nominating

Committee. The Nominating Committee shall talk with each of the recommended candidates to determine interest in being on the ballot. If no names are suggested for an office, the Nominating Committee shall seek out interested candidates. The chair of the Nominating Committee shall communicate with the Nominating Committee of the Board of Trustees in order that the work of both committees is coordinated. The slate of officer candidates shall be sent to the Auxiliary Board, in writing, in November. Any comments should be addressed to one of the co-presidents prior to the November meeting. At the November general meeting, the members will elect officers. The newly elected officers shall take office in January.

D. Vacancies

The unexpired term of any elected officer shall be filled by the Nominating Committee with the approval of the membership.

E. Duties of officers

1. Co-presidents: The co-presidents shall have responsibility for day-to-day operation of the Auxiliary Board. The co-presidents shall attend Board of Trustees meetings and shall be entitled to have a single vote on behalf of the Auxiliary Board. The co-presidents will be aware of staffing and policies of the library. The co-presidents will appoint the chairmen of standing and ad hoc committees. The co-presidents shall establish the schedule for the general meetings of the Auxiliary Board at the beginning of each fiscal year and shall preside at such meetings. One of the co-presidents shall attend meetings of standing and ad hoc committees as necessary. The co-presidents may contribute to the Rye Free Reading Room Newsletter summary of the current and upcoming activities of the Auxiliary Board.

2. Secretary: The secretary is the recording officer and the historian of the organization. The secretary shall take minutes of the general meetings of the Auxiliary Board, and coordinate with library personnel to see that they are distributed on a timely basis to members of the Auxiliary Board and the Board of Trustees. The secretary shall also conduct the correspondence of the organization as needed, and shall coordinate with library personnel regarding notices about meetings of the organization.

The secretary shall maintain an updated directory of all current Auxiliary Board members and sustainers.

3. Treasurer: The treasurer shall be responsible for working with the Director and library personnel to coordinate all financial aspects of the Auxiliary Board. The treasurer shall prepare a year-end summary of financial activity for the Auxiliary Board and the Board of Trustees.

## **ARTICLE V – EXECUTIVE COMMITTEE**

### **A. Composition**

The Executive Committee shall consist of the Auxiliary Board's elected officers plus the immediate past co-president of the Board.

### **B. Duties**

The Executive Committee shall be responsible for fulfilling the purpose of the organization as stated in Article II.

### **C. Meetings**

The Executive Committee shall meet when necessary prior to the bi-monthly general meetings of the Auxiliary Board. Minutes shall be taken by the secretary and distributed to the Auxiliary Board at the subsequent general meeting.

## **ARTICLE VI – NOMINATING, STANDING AND AD HOC COMMITTEES**

### **A. Nominating Committee**

The nominating committee shall be the immediate past co-president(s) of the organization. The current co-presidents may appoint an additional member at their discretion.

The nominating committee shall present the slate of officers to the entire membership of the Auxiliary Board in writing at least 2 weeks prior to the day of election at the November general meeting.

The nominating committee shall perform as noted in Article III. C. of these By-Laws

### **B. Standing Committees**

Standing committees shall be authorized, created and terminated by the Auxiliary Board at the suggestion of the co-presidents according to the needs of the organization.

The co-presidents shall appoint chairmen or co-chairmen of all standing committees from the membership of the Auxiliary Board at the January meeting. Committee chairmen shall serve for a term of one year. However, at the discretion of the co-presidents, said chairmen or co-chairmen may serve an additional year or more. Members of the Auxiliary Board shall choose at least two committees on which to serve. Committee chairmen are responsible for keeping the co-presidents and the Director apprised of their committee's activities. Standing committee chairmen should be prepared to give brief, oral reports of their committee's activities at each general meeting of the Auxiliary Board.

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C. Ad Hoc Committees

A special committee may be created for a specific task or event when appropriate. At the time a special committee is established, the Auxiliary Board shall specify the purpose of the committee and appoint the chair or co-chairs. Members of the Auxiliary Board may volunteer to serve on such committees. An ad hoc committee shall be terminated automatically when its assigned task or event is completed. Volunteers may choose to work with another standing or ad hoc committee.

**ARTICLE VII – MEETINGS**

A. General Meetings of the Auxiliary Board

The Auxiliary Board shall meet seven to nine times a year.

A quorum for voting purposes shall consist of fifteen members of the Auxiliary Board. At the last meeting of the calendar year, officers shall be elected.

The majority of the meetings will take place at the Rye Free Reading Room.

Any Trustee of the Rye Free Reading Room may attend meetings. The Director of the Rye Free Reading Room or the Director's designee will attend meetings.

B. Executive Committee Meetings

The Executive Committee shall meet in between general meetings of the organization as needed.

C. Nominating, Standing and Ad Hoc Committee Meetings

Such committees shall call meetings as needed to support their activities.

**ARTICLE VIII – INTERACTION WITH THE BOARD OF TRUSTEES**

A. General

The Auxiliary Board is a standing committee of the Board of Trustees of the Rye Free Reading Room. The Board of Trustees will approve the by-laws of the Auxiliary Board and will ratify new members of the Auxiliary Board.

B. Meetings

1. Board of Trustees Meetings – The co-presidents of the Auxiliary Board will attend Board of Trustees meetings and be prepared to report orally on their activities. The co-presidents shall be entitled to have a single vote on behalf of the Auxiliary Board. Suggestions made by the Auxiliary Board will be communicated to the Board of Trustees through one of the co-presidents.

2. Auxiliary Board Meetings – Members of the Board of Trustees may attend meetings of the Auxiliary Board but will not be listed as members. Members of the Board of Trustees who serve on committees of the Auxiliary Board will be acknowledged as committee members.

C. Financial

Monies raised by the Auxiliary Board shall be deposited into an interest bearing account established and maintained by the library, and financial records shall be maintained by the library. A proposal for the annual working capital budget shall be presented to the Board of Trustees prior to the beginning of each fiscal year. Gifts from the Auxiliary Board to the library in excess of the annual operating budget shall be approved by the Board of Trustees.

**ARTICLE IX – FINANCES**

A. Fiscal Year

The fiscal year shall be January 1 to December 31.

B. Revenue and Disbursements

All revenue shall be deposited to the Rye Free Reading Room and credited to the Auxiliary Board's account. A committee of the Auxiliary Board which is planning an event or series of events with expenses in excess of the annual operating budget must obtain general authority for the project from the Board of Trustees with a budget that specifies anticipated expenditures. Such authorization shall allow that committee to spend up to that specific amount to stage the event(s) or program(s). Following the event(s) or program(s), the committee must prepare a full accounting of actual revenues and expenses which should be given to the treasurer and the Director.

C. Contracts

All contracts made, accepted or executed by the organization shall be signed by one of the co-presidents of the Auxiliary Board and the Director of the Rye Free Reading Room.

**ARTICLE X – AMENDMENTS**

The Executive Committee may propose to alter, amend or repeal any part of these by-laws. Any member of the Auxiliary Board may request the Executive Committee to consider a change to the by-laws. Any amendment of these by-laws formally proposed by the Executive Committee must be mailed by the secretary to all members in advance of the next general meeting of the organization. The affirmative vote of a majority of the members present and voting at any general meeting of the Auxiliary Board shall be required to approve a revision of the by-laws. Any approved amendment of these bylaws must be ratified by the Board of Trustees.





## **ARTICLE XI – APPROVAL**

These by-laws, after approval of the Auxiliary Board of the Rye Free Reading Room and subsequent approval by the Board of Trustees of the Rye Free Reading Room, shall become effective immediately.

Approved by Auxiliary: Board January 13, 2004  
Approved by Board of Trustees: February 11, 2004

Approved by the Board of Trustees: June 18, 2009

Approved by the Auxiliary Board: May 12 2018  
Approved by the Board of Trustees: May 22 2018

## November Financials

In income, Osborn is lower than budgeted due to two factors: timing in payments and the salary difference between Marjorie's rate, and the new librarian, Lisa Olney.

For expenses, in building contracted services, there were a number of fire system repairs that needed to be done to address a false alarm issue and ensure the system would run. That was around \$16,000 of additional expense, which is why that line is so much above budget.

Heating costs are continuing to run ahead of budget, despite a 30% increase for 2023.

Salaries are ahead of budget, as there were 3 pay periods in November. Medical insurance is lower than expected, as two payments were made in October, and none in November, also due to a timing issue.

The endowment had a positive performance in November, moving ahead of the 2022 year end number where the performance had been hovering for most of the year.

**Action : The Board accept the November 2023 financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 11 Month Ending November 30, 2023

	Current Month 2023	2023 YTD Actual	2023 YTD Budget	2023 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000
Annual Campaign	\$ 35,114	\$ 241,786	\$ 224,583	\$ 245,000
Miscellaneous Income	\$ 3,106	\$ 28,802	\$ 32,083	\$ 35,000
Osborn Branch Library	\$ 3,435	\$ 32,300	\$ 51,546	\$ 56,232
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 65,000
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 41,655</u>	<u>\$ 1,662,888</u>	<u>\$ 1,668,213</u>	<u>\$ 1,866,232</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 5,361	\$ 71,788	\$ 81,478	\$ 88,885
Audio Visual	\$ 1,308	\$ 24,139	\$ 23,778	\$ 25,940
Periodicals	\$ 2,650	\$ 11,219	\$ 11,825	\$ 12,900
Programs	\$ 675	\$ 13,806	\$ 11,458	\$ 12,500
Ebooks/ Binding	\$ -	\$ 27,478	\$ 37,583	\$ 41,000
	<u>\$ 9,994</u>	<u>\$ 148,430</u>	<u>\$ 166,123</u>	<u>\$ 181,225</u>
<b>Library Operations</b>				
Supplies	\$ 1,413	\$ 15,767	\$ 12,833	\$ 14,000
Equipment & Systems - New	\$ -	\$ 1,021	\$ 4,125	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 4,583	\$ 5,000
Automated Systems	\$ 279	\$ 80,428	\$ 64,804	\$ 70,695
Telephone	\$ 275	\$ 5,324	\$ 4,583	\$ 5,000
Postage	\$ -	\$ 7,500	\$ 8,250	\$ 9,000
Printing & Publicity	\$ 250	\$ 26,472	\$ 33,000	\$ 36,000
Auditing	\$ 1,387	\$ 18,855	\$ 18,792	\$ 20,500
Legal Services	\$ -	\$ -	\$ 1,833	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,167	\$ 19,054	\$ 7,150	\$ 7,800
	<u>\$ 4,771</u>	<u>\$ 174,421</u>	<u>\$ 159,954</u>	<u>\$ 174,495</u>
<b>Building Operations</b>				
Heat	\$ 1,339	\$ 19,113	\$ 15,400	\$ 16,800
Light & Power	\$ 2,495	\$ 27,203	\$ 31,625	\$ 34,500
Water & Sewer	\$ 347	\$ 3,275	\$ 7,333	\$ 8,000
Fixtures, Furnishings & Equipment	\$ 1,470	\$ 2,984	\$ 4,583	\$ 5,000
Building Supplies	\$ 1,248	\$ 10,121	\$ 11,000	\$ 12,000
Contracted Services	\$ 6,107	\$ 83,392	\$ 56,430	\$ 61,560
Repairs & Maintenance	\$ 1,350	\$ 18,110	\$ 16,500	\$ 18,000
Insurance	\$ 6,766	\$ 32,692	\$ 29,792	\$ 32,500
Capital Projects Fund Transfer	\$ -	\$ 129,000	\$ -	\$ -
Miscellaneous	\$ -	\$ 4,904	\$ -	\$ -
	<u>\$ 21,122</u>	<u>\$ 330,794</u>	<u>\$ 172,663</u>	<u>\$ 188,360</u>
<b>Personnel</b>				
Salaries	\$ 113,298	\$ 898,624	\$ 846,077	\$ 1,015,292
Social Security	\$ 8,348	\$ 65,994	\$ 64,725	\$ 77,670
Retirement	\$ -	\$ -	\$ 91,162	\$ 109,394
Medical Insurance	\$ 381	\$ 63,545	\$ 76,587	\$ 91,904
Other Insurance	\$ -	\$ 9,493	\$ 13,333	\$ 16,000
Payroll Services	\$ 893	\$ 7,601	\$ 5,833	\$ 7,000
Staff Development	\$ 151	\$ 3,696	\$ 2,500	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 123,071</u>	<u>\$ 1,048,953</u>	<u>\$ 1,100,217</u>	<u>\$ 1,320,260</u>
<b>Total Income</b>	<u>\$ 41,655</u>	<u>\$ 1,662,888</u>	<u>\$ 1,668,213</u>	<u>\$ 1,866,232</u>
<b>Total Expense</b>	<u>\$ 158,958</u>	<u>\$ 1,702,597</u>	<u>\$ 1,598,957</u>	<u>\$ 1,864,340</u>
<b>Net Receipts (Expense)</b>	<u>\$ (117,303)</u>	<u>\$ (39,709)</u>	<u>\$ 69,256</u>	<u>\$ 1,892</u>

**Rye Free Reading Room  
Annual Campaign  
November 2023 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2021</i>	<i>2022</i>	<i>2023</i>
Donations received & deposited in	JAN	29,771	85,387	32,982
	FEB	9,764	5,531	1,446
	MAR	4,471	5,764	2,953
	APR	7,031	3,659	4,214
	MAY	3,077	5,989	2,689
	JUN	3,820	4,953	1,736
	JUL	2,850	811	9,500
	AUG	1,940	203	1,032
	SEP	37,884	16,977	16,056
	OCT	50,299	81,183	134,064
	NOV	88,772	67,548	35,114
	DEC	101,425	66,435	-
	<b>Total</b>	<b>341,104</b>	<b>344,440</b>	<b>241,786</b>
Donations to <i>Previous or Subsequent</i> Annual Campaigns				
Donations to <i>prior</i> Annual Campaigns		24,193	85,287	30,883
Donations to the <i>subsequent</i> Annual Campaign		0	0	0
<i>Sub-total</i>		<u>24,193</u>	<u>85,287</u>	<u>30,883</u>

Rye Free Reading Room  
Endowment Report  
November 2023

<b>Endowment Inflows/Outflows:</b>	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(14,636)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	48,397	57,746	63,379	59,271
Appreciation	26,757	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,170,009	2,109,492	2,388,851	2,188,828
Endowment Performance	2.87%	-7.44%	13.48%	2.25%
Return of S&P 500	20.80%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	1.64%	-13.01%	-1.54%	7.51%

<b>Silvercrest:</b>		YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	9%	178,304	29,727	12,815	114,631
Fixed Income	33%	644,835	775,964	884,363	647,426
Equities	56%	1,088,873	1,046,548	1,170,444	1,143,143
Gold	1%	18,875	16,964	17,096	26,754
Other	1%	28,591	46,723	71,182	32,810
<b>Silvercrest Total</b>	<b>100%</b>	<b>1,959,478</b>	<b>1,915,926</b>	<b>2,155,900</b>	<b>1,964,764</b>

Endowment Breakdown at:		YTD 2023	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	41,680	45,865	87,545
Flores		76,650	76,650	(4,395)	72,255
Balf		27,390	27,390	23,341	50,731
Silvercrest		745,086	745,086	1,214,392	1,959,478
		\$ 890,806	\$ 890,806	1,279,203	2,170,009

**Rye Free Reading Room- Combined Report  
For 11 Month Ending November 30, 2023**

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 1,360,000	\$ -	\$ -	\$ 1,360,000
Annual Campaign	241,786	0	0	241,786
Contribution	-	174,697	0	174,697
Grants	-	230,823	0	230,823
Osborn Branch Library	32,300	0	0	32,300
Income from Invested and Equity	-	29,181	48,397	77,578
Miscellaneous	28,802	11,399	0	40,201
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-129,000	129,000	0	-
	<u>1,533,888</u>	<u>575,100</u>	<u>48,397</u>	<u>2,157,385</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	26,757	26,757
<b>Total Funds</b>	<u>1,533,888</u>	<u>575,100</u>	<u>75,154</u>	<u>2,184,142</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	71,788	29,580	0	101,368
Audio Visual	24,139	0	0	24,139
Periodicals	11,219	0	0	11,219
Programs	13,806	119,109	0	132,915
Online Resources	0	0	0	-
Miscellaneous	27,478	0	0	27,478
	<u>148,430</u>	<u>148,689</u>	<u>0</u>	<u>297,119</u>
<b>Library Operations</b>				
Supplies	15,767	0	0	15,767
Equipment & Systems - New	1,021	0	0	1,021
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	80,428	45,632	0	126,060
Telephone	5,324	0	0	5,324
Postage	7,500	0	0	7,500
Printing & Publicity	26,472	898	0	27,370
Auditing	18,855	0	0	18,855
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	19,054	0	0	19,054
	<u>174,421</u>	<u>46,530</u>	<u>0</u>	<u>220,951</u>
<b>Building Operations</b>				
Heat	19,113	0	0	19,113
Light & Power	27,203	0	0	27,203
Water & Sewer	3,275	0	0	3,275
Fixtures, Furnishings & Equipment	2,984	58,562	0	61,546
Building Supplies	10,121	0	0	10,121
Contracted Services	83,392	202,117	0	285,509
Repairs & Maintenance	18,110	21,078	0	39,188
Insurance	32,692	0	0	32,692
Miscellaneous	4,904	2,160	14,636	21,700
	<u>201,794</u>	<u>283,917</u>	<u>14,636</u>	<u>500,347</u>
<b>Personnel</b>				
Salaries	898,624	0	0	898,624
Social Security	65,994	0	0	65,994
Retirement	0	0	0	-
Medical Insurance	63,545	0	0	63,545
Other Insurance	9,493	0	0	9,493
Payroll Services	7,601	0	0	7,601
Staff Development	3,696	0	0	3,696
Miscellaneous	0	0	0	-
	<u>1,048,953</u>	<u>0</u>	<u>0</u>	<u>1,048,953</u>
<b>Total Expense</b>	<u>1,573,597</u>	<u>479,136</u>	<u>14,636</u>	<u>2,067,369</u>
<b>Net Receipts/Expenses</b>	-39,709	95,964	60,518	116,772
<b>Prior Year Funds</b>	<u>374,367</u>	<u>592,522</u>	<u>2,109,492</u>	<u>3,076,381</u>
<b>Balance</b>	334,658	688,486	2,170,009	3,193,153

## **Financial Policies Manual**

The Financial Policy Manual was last updated in 2017, and in that time, the library had updated bank institutions, bill payment methods, and other back office systems. In addition, the auditors noted the manual was due for an update during their review process.

This version separates out the policies from the procedures, which previously had each policy listed as a separate document.

In addition to the new format, this manual includes the following new items:

- Borrowing Policy – outlines the guidelines for the library to take out a line of credit or other type of loan.
- Designated Signatories – identifies the President, Vice President, Treasurer, and Library Director as designated signatories. The Executive Committee may add an additional signatory if circumstances require it.
- Disbursement – requires advance notification to all designated signatories for invoices paid over \$10,000.

At the Finance Committee Meeting on December 13<sup>th</sup>, the committee recommended the Board approve the manual.

**Action : The Board approve the Financial Policies Manual**

**RYE FREE READING ROOM  
FINANCIAL POLICY MANUAL  
Approved by the Board of Trustees on xx Date**

**Purpose:**

The purpose of this Financial Policy Manual (“Manual”) is to ensure that the actions of the Rye Free Reading Room’s Director (“ED” or “LD”) and Board of Trustees (“BoT”) provide for the Library’s financial stability and support of strategic initiatives while maintaining transparency in financial management.

**Organizational Structure:**

***Board of Trustees***

The Board of Trustees is elected by the members of the Rye Free Reading Room according to the organization’s By-Laws. According to Article IV, Paragraph I,

“The Board of Trustees . . . shall have control of all the property and affairs of the Corporation and shall have power to supersede any committee in the control of any matter which would otherwise come within the jurisdiction of such committee, and to review, amend, set aside or otherwise deal with any decision reached or action taken by any committee, but shall have no power, unless specifically authorized by the Corporation at an annual or special meeting, to render the Corporation liable for any amount beyond its assets.”

The Board of Trustees shall:

- Approve adoption of the library’s annual operating budget.
- Establish permanent and temporarily restricted Endowment and Designated Funds accounts.
- Approve banking relationships and investment managers.
- Authorize scope, budget, contingency (either on a total project basis or contract by contract basis), source of funding and contracts for projects in excess of a one-year term, \$5,000 in value or projects not included in the operating budget
- Approve the Director’s requests to the Auxiliary Board for program funds.

***Finance & Audit Committee***

The Board of Trustees shall appoint a Finance & Audit Committee (“Committee”) chaired by the Treasurer of the Board. The Committee consists of the Treasurer of the Board and at least three Trustees who are knowledgeable about financial matters.



The Committee shall:

- Monitor finance functions
- Oversee budgeting processes
- Provide accurate and timely financial information to the Board of Trustees
- Discuss annual financial statements with independent auditors
- Recommend an investment policy to the Board
- Manage the Library's capital assets and investments and report to the Board of Trustees at least semi-annually on changes in current holdings.
- Establish financial policies based on staff recommendations and financial information provided by the staff and by the annual audit.
- Provide advice to management and the Board of Trustees, ensuring that the Library's financial structure is appropriate for its current and long-term needs.

The Committee shall also be responsible for reviewing and understanding Library procedures to be certain they are adequate and effective to conform to the Board's financial policies.

The Committee shall schedule regular meetings, each focused on monitoring one area of the Library's corporate governance:

- Financial reporting.
- Internal controls over financial reporting.
- Audit processes
- Adherence/compliance with standards
- Risk assessment.

### ***Implementation***

The Library Director shall serve as fiscal officer responsible for implementing the financial policies and procedures as directed by the Board of Trustees. The Director and the Business Manager are responsible for the day-to-day financial decisions necessary to keep the Library running. These decisions must be consistent with the budget and policies established by the Board of Trustees and by the Committee.

### ***Auxiliary Board – Receipts and Payments***

The Auxiliary Board is a standing committee of the Rye Free Reading Room Board of Trustees. The activities of the Auxiliary Board shall be governed by the By-Laws approved by both the Auxiliary Board and Board of Trustees. Its purpose shall be to support programs of the Rye Free Reading Room and the Board of Trustees and to

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enhance the public relations of the library. Such support will consist of enhancing Library activities, offering community service, initiating new programs and raising funds.

### ***The Osborn Branch Library***

The Osborn Retirement Home maintains a branch of the Rye Free Reading Room at its facility at 101 Theall Road. Each November, The Osborn and the Rye Free Reading Room establish a budget for the branch library for the subsequent fiscal year. The Board of Trustees shall approve the contract terms and, prior to December 31, the Board President and the Executive Director of The Osborn shall execute a contract for the Rye Free Reading Room to provide management and staff to operate the branch. This includes the purchase of library materials and the branch's participation in the library catalog and circulation system of the Westchester Library System. The Library's Business Manager shall invoice The Osborn monthly for reimbursement of the cost of operating this library.

### **Operational Structure:**

#### ***Bank Accounts***

- *Depositories/Deposits:* Funds received by the Library shall be deposited in one or more designated depositories recommended by the Finance Committee and authorized by the Board of Trustees. Depositories must be FDIC or SIPC insured.
- *Electronic Transfer of Library Funds:* EFTs must be authorized by the Director or the Treasurer. The Business Manager shall maintain appropriate documentation of the transactions so they may be audited as required.
- *Interest Earnings:* Interest derived from an investment shall be posted to the fund which earned it.

#### ***Computer Software Programs and Services***

The Library's financial records are maintained using the following software programs and services selected by the Board of Trustees:

- *QuickBooks Online:* the accounting program used to manage the Library's funds. Every financial transaction made by the Library is entered in this program, and reconciled monthly with the bank statements.
- *Donor Perfect:* a program which keeps track of incoming gifts and donations. It (a) maintains Library member information; (b) records and tracks Library fundraising efforts; and (c) maintains data on members and donors who should be sent fundraising letters or information about their donor history.
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- *SafeSave Payments (donations) and Paymentech (fines, etc.):* are used to enter donations or payments made by credit card. It verifies credit card information and electronically transfers the cardholder's money to the Library's Operating Account.
- *Paychex:* manages the library's payroll.

### ***Fund Groups***

The Library maintains the following five fund groups:

1. ***Operating Fund*** – consists of the Primary Operating Account and the Secondary Operating Account. These accounts receive monies from sources that are designated to support the cost of basic operations and the Library's collection.
2. ***Capital Projects Fund*** – consists of accounts established to hold and disburse monies which have been designated by the Board of Trustees for ongoing and future capital projects, including renovations, maintenance and repairs, and other improvements to library facilities; and, to provide for significant improvements in library technology and infrastructure ("Capital Projects").
3. ***Auxiliary Board Fund*** – consists of accounts established to hold and disburse monies which have been raised by the Auxiliary Board of the Rye Free Reading Room to fund ongoing Auxiliary Board activities and library operations, including materials and programs approved by the Auxiliary Board.
4. ***Designated Funds*** – consists of accounts established to hold and disburse monies in accordance with the purposes set forth by individual gift donors or by the Board of Trustees in the event the original donors did not specify a purpose.
5. ***Endowment & Endowment Earnings Funds*** – Consists of funds that are permanently restricted whereby the original amounts ("corpus") of the gifts and donations made to these funds are to be preserved but the earnings on corpus may be spent in accordance with the donor's wishes or Library policies or may be temporarily restricted by the Board.

On August 14, 2009, the total combined assets of the General Endowment Fund and Centennial Fund were transferred from separate accounts invested with Fidelity Investments to a combined account invested with Charles Schwab and managed by the Silvercrest Asset Management Group. The percentage of each fund as a part of the whole was determined on that date to be 70.1% General Endowment and 29.1% Centennial Fund; these percentages will be permanently retained to ensure the corpus of each fund is preserved.

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## Investments:

### *Objectives*

In general, the objective of the Trustees is foremost to preserve its investment capital and secondarily to generate a reasonable return on investment over the long term. In accordance with this, the fund groups have the following investment objectives:

- ***Operating Fund*** – capital preservation, interest earnings, if possible, and liquid at all times.
- ***Capital Projects Fund*** – capital preservation, interest earnings at all times and moderate liquidity (investments may be locked up for a short period on a rolling basis, e.g., CDs with staggered maturity dates).
- ***Auxiliary Board Fund*** – capital preservation, interest earnings at all times and moderate liquidity (investments may be locked up for a short period on a rolling basis, e.g., CDs with staggered maturity dates).
- ***Designated Funds*** – capital preservation, interest earnings at all times and moderate liquidity (investments may be locked up for a period that coincides with the spending period of the underlying gift, e.g., 6-month CDs).
- ***Endowment & Board Designated Funds*** – capital appreciation, current income and moderate liquidity.

### *Investment Responsibility & Review*

The Trustees have the responsibility to establish, modify and update this Investment Policy. In accordance with the By-Laws of the RFRR, the Finance & Audit Committee has the authority between meetings of the Trustees to “make purchases and sales for the investment portfolio through majority vote of the Finance Committee,” provided that these purchases and sales are in compliance with this Investment Policy.

The Finance & Audit Committee shall monitor the investment portfolio for compliance with this Investment Policy and at least semi-annually review the investment portfolio to assess the need for changes in the portfolio, hiring of money managers, closing of existing accounts or establishment of new accounts. Every six months, the Finance & Audit Committee shall report to the Board of Trustees as to the status, allocation and performance of the investment portfolio and its compliance with this Investment Policy.

### *Endowment Spending Policy*

Each year the Trustees may allocate a portion of the Endowment and Board Restricted Funds towards the Library's operating budget. This amount shall not exceed 5% of the total value of the Endowment and Board Restricted Funds as of the end of the previous fiscal year.

### *Permitted Investments*

1. Operating Fund: Checking or savings accounts at commercial banks or trust companies or Money Market Funds at investment companies licensed to operate in New York State whose deposits are insured by the FDIC or SIPC.
  2. Capital Projects Fund, Auxiliary Board Fund & Designated Fund:
    - Checking or savings accounts at commercial banks or trust companies or Money Market funds at investment companies licensed to operate in New York State whose deposits are insured by the FDIC or SIPC.
    - CDs or other time deposits with commercial banks or trust companies that have the highest grade short-term credit ratings from at least two national credit rating agencies.
    - Money Market accounts or Mutual Funds that invest in short-term securities that have the highest grade short-term credit ratings from at least two national credit rating agencies.
  3. Endowment & Board Designated Funds:
    - CDs or other time deposits with commercial banks or trust companies that have the highest-grade short-term credit ratings from at least two national credit rating agencies.
    - Money Market accounts or mutual funds that invest in short-term securities that have the highest-grade short-term credit ratings from at least two national credit rating agencies.
    - Equity securities of domestic or foreign companies or mutual funds that invest in equities of domestic or foreign companies.
    - The following fixed-income obligations or mutual funds that invest in the following fixed-income obligations: debt obligations of the U.S. Government or its agencies, obligations guaranteed by the U.S. Government or its agencies, investment grade corporate bonds. No more than 40% of fixed-income obligations (whether directly held or held through a mutual fund) will have a maturity beyond 10 years.
    - Real Estate Investment Trusts (REITs) that invest in real estate with geographic and industrial diversity and that are run by property managers with a proven track record.
-

- Gold
- Alternative investments as approved by the Board.
- The allocation of the investment portfolio shall be as follows at the time of purchase, with re-balancing to occur within six (6) months if the portfolio shifts outside the specified ranges due to market conditions:
  - Equity securities and/or mutual funds: 0% to 60%
  - Fixed-income securities and/or mutual funds: 0% to 60%
  - REITs: 0% to 15%
  - Gold: 0-5%
  - Alternative investments: 0% to 10%
  - International securities or mutual funds: 0% to 25%

### **Financial Management:**

#### ***Annual Report***

Annually, Library staff shall prepare a report to be mailed to donors, and published electronically on the Library's website. This report is a narrative accompanied by a simplified financial statement. An un-audited financial report shall be incorporated in the Library's published annual report to its members.

#### ***Audit***

An annual audit of the Rye Free Reading Room shall be performed. In January of each year, the Finance & Audit Committee shall recommend the Board authorize selection of an auditor to review the Library's records to prepare the Financial Statement for the prior fiscal year. The auditor shall prepare a Financial Statement and Management Letter for review by the Finance & Audit Committee and submittal to the Board of Trustees for approval.

#### ***Borrowing***

The purpose of this policy is to establish guidelines for obtaining and managing credit facilities to support the financial needs of the Library.

#### **Types of Credit Facilities:**

The Library may utilize various types of credit facilities, including but not limited to lines of credit, term loans, and revolving credit, to meet its financial requirements. Each type of credit facility may serve different purposes and will be assessed and approved on an individual basis.

#### Approval and Authorization:

- All requests for credit facilities and subsequent borrowings must be recommended by the Finance Committee and approved by a supermajority of the quorum of the Board of Trustees present at the scheduled Board meeting.
- The Library Director is responsible for preparing the necessary documentation and presenting the request for approval.

#### Criteria for Credit Facility Approval:

The Library may consider seeking a credit facility based on the following criteria:

- To support a specific capital project or program that aligns with the Library's mission and goals
- To enhance the Library's overall financial stability
- Should not be used for operating deficits, ongoing expenses, or activities that do not contribute to the Library's sustainability.

#### Terms and Conditions

- Credit facilities will be obtained on terms and conditions that are deemed reasonable and favorable for the Library. These terms may include interest rates, collateral requirements, covenants, and repayment schedules.
- Credit facilities must be obtained from an FDIC or SDIC insured institution.
- The Library will strive to maintain favorable credit terms through prudent financial management.
- The Library Director will establish a clear plan for repaying the credit facilities, including repayment terms, interest rates, and any associated fees.
- The Finance Committee will oversee the repayment process to ensure timely and responsible repayment.

#### Risk Assessment:

The Library will conduct a thorough risk assessment before obtaining any credit facility, considering the potential impact on the Library's financial health. This assessment will include an analysis of the Library's ability to meet its financial obligations under various scenarios.

#### Monitoring and Reporting:

- The Finance Committee will regularly monitor the Library's financial position to determine if the credit facility is required and assess its appropriate usage.
  - The Library Director will provide transparency to the Board and relevant stakeholders regarding the loan or line of credit's usage, balances, and repayment progress.
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- The Board of Trustees will review the credit facilities during each board meeting.
- All credit facility transactions and related decisions must be accurately documented and recorded in the Library's financial records.

### ***Budget Preparation***

Annually, under the direction of the Board of Trustees, the Director shall prepare an operating budget for the Board's review and approval. The Board shall strive to determine the stable mix of public and private funding required to support the Library's public service hours, staffing, collections, automation systems, building maintenance and public programs at a level which at a minimum meets the requirements of New York State's Board of Regents.

### ***Checks and Cash Receipts***

Checks handled in the course of library business will be stamped "For Deposit Only – Account #" on the day of receipt. They shall be given to the Business Manager for deposit. They shall be deposited at least weekly along with any cash receipts.

### **Cash Receipts**

Cash handled in the course of library business shall be retained in the lockbox until deposit. It must be counted and deposited by the Assistant Director at least weekly. A Google sheet is maintained to detail the breakout of each week's deposit.

### ***Designated Signatories***

The Board shall designate the President, Vice President, Treasurer, and Library Director as designated signatories for all accounts. Under extenuating circumstances, the Executive Committee may authorize additional signatories.

### ***Financial Accounting Program***

The Board shall select an accounting program to manage the Library's funds. All the Library's financial transactions shall be maintained in this accounting program to provide documentation for all financial activities. It also provides an audit trail for examination on a regular basis.

### ***Financial Reports & Board Packet Preparation***

The Board shall require summary monthly reports on all financial transactions. These reports, along with the minutes of the prior Board meeting, meeting agenda, Director's report and other pertinent materials requiring Board action make up the packet to be sent to Trustees prior to a scheduled meeting.



### ***Fundraising Program***

All donations to the library shall be recorded in fund raising software selected by the Board to keep track of incoming contributions. It shall record memberships, document the Library's fundraising efforts, and maintain a list of members and donors for recognition and further action.

### ***Insurance Policies***

The Library shall carry property and general liability insurance appropriate to the size and scope of its operations as well as errors and omissions insurance, also known as Director's and Officers' liability insurance. In addition, the Library shall contract for Workers' Compensation insurance as required by law. The Library's entire insurance package shall be reviewed annually by the Library's insurance agent and the Finance & Audit Committee for cost and adequacy of coverage. Proposed changes in coverage shall be recommended by the Director and approved by the Finance & Audit Committee.

### ***IRS 990 – Return of Organization Exempt from Income Tax***

The Board shall rely upon its auditor to prepare the Library's tax return for submittal to the Federal Internal Revenue Service. Upon completion, it shall be signed by the Director and submitted to the IRS. The Director shall provide the Finance & Audit Committee with a report that the 990 has been submitted and that it complies with the Financial Statement approved by the Board. It shall be provided for public review via Internet on the Library's web site and on the GuideStar or similar service.

### ***New York State Report***

The State of New York requires a written report of the annual operations of libraries in the state. This report documents that each library meets the State of New York's service standards. The Report quantifies everything that the library has done for the past year, including financial and workload data. It is due to Albany by May 31 of the following year. Data required for the State Report shall be prepared by the Business Manager and the Director. It shall be reviewed and approved by the Board of Trustees prior to its submittal to the State Education Department.

### ***Payroll***

Payroll, payroll tax and employee benefits financial transactions shall be managed by a payroll service the Board has selected to handle them.

### ***Payroll Reports***

The Library shall document its employee payroll using electronic means wherever possible to deliver timely and accurate information about payments made.

### ***Postage***

The Board has elected to manage the purchase of postage for the Library's everyday use through the local post office. Authorized users of the Library business credit card may purchase stamps for the use in business related mailing. The Library shall also purchase a bulk postage permit (2049) and indicia from the U. S. Postal Service for which payment and deposits are made via Automatic ACH withdrawal. Business mailings may be done through FedEx or USP with the prior authorization for the Library Director.

### ***Purchasing and Disbursements***

The Library maintains its purchasing procedures in a manner consistent with good accounting practices. The Director (or designee) shall pre-authorize all purchases in written or e-mail form. There shall be segregation of ordering, receipt and payment responsibilities. Purchases and Library expenses shall be paid directly by the Director or Business Manager from the appropriate account.

Distributions from funds shall be made according to the following policies:

- Operating Budget:
  - Director to spend consistent with the total operating budget except as approved by the Board. Director has latitude to offset cost overruns in budgeted line items with cost reductions in other items, provided the total operating budget is not exceeded.
  - Payment of any expenses over \$10,000 requires advanced notification to all authorized signatories.
- Designated Funds Account – Director to spend consistent with the donor's instructions as approved by the Board.
- Endowment and Board Restricted Funds – Board to authorize all expenditures from these accounts; timing of expenditures managed by the Director in consultation with the Treasurer.
- Project Funds:
  - Funds authorized by the Board for projects under \$100,000, as provided in Section 1, Paragraph 4 of this manual, shall be disbursed by the Director and Chairman of the Building Committee in accordance with the project scope, budget and contract(s) approved by the Board. The Director and

Chairman of the Building Committee are authorized to spend up to 25% of a project's contingency fund on change orders that do not change approved design. Spending in excess of 25% of a project's contingency fund shall be reviewed by the Building Committee and approved by the Executive Committee.

- For a project exceeding \$100,000 in cost, the Board will establish procedures for the use of contingency funds which provide for appropriate oversight and authorization of change order expenditures.

#### ***Staff Reimbursement and Credit Card Use***

If a supply order or other library expense cannot be processed in accordance with the Purchasing and Disbursements Policy, the Library will reimburse staff for documented work-related expenses which have been pre-approved in written or e-mail form by their supervisor.

#### ***Weblink/Safesave and Credit Card Processing:***

The Board shall select an electronic credit card processing service to manage contributions or payments made by credit card. It shall be used for credit card transactions to verify credit card information and electronically transfer the cardholder's money to the Library's FRB Operating Account.

#### ***Year End Procedures***

The Library's accounting is on a cash basis for a January – December fiscal year. The Board shall require that all financial transactions for the year be completed as soon as practical after December 31. "Year End Procedures" refers to the process that the Business Manager shall undertake to close the accounting books and to consolidate all invoices, records and statements for the annual audit, Annual Report, and for the New York State Report.

## Compliance:

### **Whistle-Blower Protection Policy**

The Rye Free Reading Room's Code of Ethics and Conduct ("Code") requires Trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must maintain honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### *Reporting Responsibility*

It is the responsibility of all Trustees and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistle-blower Policy.

#### *Compliance Officer*

The Treasurer serves as chair of the Finance & Audit Committee of the Board of Trustees and shall serve as the library's Compliance Officer. The Compliance Officer shall investigate reported complaints and allegations concerning violations of the Code and, shall advise the Library Director and/or the Finance & Audit Committee of the outcomes of the investigation. The Compliance Officer has direct access to the Finance & Audit Committee and shall report to this committee at least annually on compliance activity.

#### *No Retaliation*

No Trustee or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle-blower Policy is intended to encourage and enable employees and others to raise serious concerns within the Rye Free Reading Room prior to seeking resolution outside the library.

#### *Reporting Violations*

The Code addresses the Rye Free Reading Room's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with her/his supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the Library Director or anyone in management

whom the employee is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Library's Compliance Officer, who has specific and exclusive responsibility to investigate reported violations. For suspected fraud, or when an employee is not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

#### *Accounting and Auditing Matters*

The Finance & Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance & Audit Committee of any such complaint and work with the committee until the matter is resolved.

#### *Acting in Good Faith*

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### *Confidentiality*

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### *Handling of Reported Violations*

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. Reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### *Records Retention & Disposition Schedule*

The Rye Free Reading Room retains paper and electronic records that are important to the Library's permanent record and periodically disposes of those which are no longer useful to the organization. This policy is intended to eliminate accidental or innocent destruction. If it is cost effective and legally permissible, the Library may retain electronic copies of documents in lieu of retaining extensive paper files.

The Library uses as its guideline the records retention schedule published by the New York State Department of Education. It applies to records in both paper and electronic form. Records shall be disposed of as they meet their stated minimum retention periods.

The library shall not back up or retain e-mail records longer than three months.

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>Description of Record</b>	<b>Minimum Retention Period</b>
Charter or incorporation documents	permanent
Official Board minutes and by-laws	permanent
Board meeting agendas	1 year
Manual of policies	permanent
Correspondence documenting significant policy decision making or dealing with legal precedents or significant legal issues	permanent
Correspondence containing routine legal, fiscal or administrative information	6 years
Correspondence of no legal, fiscal or administrative value	1 year
Application, proposal, narrative, evaluations and annual report for grants	10 years after renewal or close
Background material for grants	6 years after renewal or close until person attains age 21 or 6 years, whichever is longer
Accident reports	
Disaster response files compiling information on response to major disaster	permanent
Asbestos inspection reports, building rehabilitation reports, list of employees	40 years
Audit reports	permanent
General Ledger	6 years after last entry
Cash transaction record	6 years
Bank reconciliations	2 years
Bank statements	3 years
Important payments and purchase records	permanent
Contracts, notes, leases (expired)	7 years
Contracts still in effect	permanent
Depreciation schedule	permanent
Duplicate deposit slips	6 years
Employment applications	2 years
Year end financial statements	permanent
Annual fiscal report	permanent
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	permanent
Invoices from vendors or to customers	7 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Personnel files (employees who resign)	7 years
Retirement and pension records	permanent
Tax returns	permanent
Timesheets	7 years
Withholding tax reports	7 years
Quarterly or other periodic reports	7 years
Verification of travel expenses	6 years
Workers' compensation case records	19 years after case allowed but not less than 9 years after last payment
Fire safety inspection reports	6 years
site assessment and related records for abandoned underground storage tanks	permanent
Contracts with local governments	6 years after final payment
Annual budget (not in minutes)	permanent
Credit card records	6 years
Documentation of final disposition of records with date	6 years

### *Conflicts of Interest Policy*

*Purpose:* To establish a set of principles and practices of the Rye Free Reading Room for the Board of Trustees that will set parameters and provide guidance and direction for Board conduct and decision-making.

*Code:* Members of the Board of Directors of the Rye Free Reading Room are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Rye Free Reading Room. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

#### *Accountability*

- Faithfully abide by the Articles of Incorporation, By-laws and policies of the Rye Free Reading Room.
- Exercise reasonable care, good faith and due diligence in organizational affairs.
- Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
- Remain accountable for prudent fiscal management to association members, the Board and, where applicable, to government and funding bodies.

#### *Professional Excellence*

Maintain a professional level of objectivity in all Rye Free Reading Room activities.

#### *Personal Gain*

Exercise the powers invested for the good of the library rather than for his or her personal benefit.

#### *Equal Opportunity*

Ensure the right of all library users to appropriate and effective services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with applicable legal and regulatory requirements.

#### *Confidential Information*

Respect the confidentiality of sensitive information known due to Board service.

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### *Code of Ethics for Key Management Employees*

Key management employees shall uphold these same standards.

### *Capitalization & Depreciation Policy*

This policy describes the general guidelines for capitalization in order to exercise appropriate stewardship and accountability for all capital assets regardless of the method of acquisition (purchase, lease, fabrication, donation, borrowings, etc.) or the source of funding. All assets meeting the definitions and valuation thresholds in this policy will be recorded in the Library's financial records and depreciated on its financial statements in accordance with generally accepted accounting principles. Assets obtained by the Library include those that are purchased with Library funds, donated to the Library or acquired by other means.

### *Definitions and Valuations*

- **Capital assets** include land, land improvements, buildings, building improvements, construction in progress, furniture and equipment.
- **Depreciation** is the process of allocating the cost of exhaustible capital assets over a period of time, rather than deducting the cost as an expense in the year of acquisition.
- **Valuation** of capital assets is the amount, expressed in U.S. dollars, assigned in the financial records as the recorded value of a long-lived asset.
- **Land**
  - Land acquired by purchase is recorded at cost and includes the amount paid for the land itself and all related acquisition costs.
  - Land acquired by gift or bequest is recorded at the fair market value at the date of acquisition.
  - When land is acquired with buildings erected thereon, total cost is allocated between land and building in reasonable proportion at the date of acquisition. If the transfer document does not show the allocation, other sources may be used, such as an expert appraisal or real estate tax assessment records.
  - Land improvements with a total cost greater than \$5,000 and an estimated life greater than one year will be capitalized. Examples of such

improvements include (but are not limited to) landscaping, parking lots, athletic fields, tennis courts, fencing, and outdoor lighting.

- **Buildings and Building/Leasehold Improvements**
    - Buildings acquired by purchase are recorded at cost and include all permanent structures and all integral fixtures, machinery, and other appurtenances that cannot be readily removed without disrupting the basic building structure or services to the building.
    - Buildings acquired by gift or bequest are recorded at the fair market value at the date of acquisition.
    - When buildings are constructed, all identifiable costs are included, such as (but not limited to) contract costs, insurance and interest costs incurred during the period of construction. Costs are accumulated in Construction in Progress until the date of beneficial occupancy.
    - Structural remodeling/renovation and additions are capitalized when they enhance the use of, or extend the life of the building beyond its original estimated useful life, and the total cost equals or exceeds \$5,000.
  
  - **Construction in Progress**
    - Construction in progress includes all expenditures directly related to building construction, renovations, or additions. These costs include contract costs (materials, labor, and overhead) as well as professional fees and interest incurred during the construction period.
    - Upon completion, construction-in-progress costs are transferred to buildings or improvements.
  
  - **Furniture and Equipment**
    - Furniture and equipment includes all personal property that is (i) not permanently affixed to land or buildings, (ii) has a useful life greater than one year, and (iii) has a unit cost of \$2,000 or more.
    - **Furniture and equipment acquired by gift or bequest are recorded at fair market value.**
    - For purchased equipment, the valuation is the net amount paid to the vendor, which is the invoice price less all discounts (except trade-in allowances). Freight and installation costs also are included if they are shown on the original invoice, or if they are readily available on related freight bills.
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- The rebuilding of equipment will be capitalized if the total rebuilding costs exceed \$2,000 and the rebuilding project effectively restores the equipment to a like-new condition and/or significantly extends the item's useful life or markedly increases the item's net book value.
  - Leased equipment is capitalized if it meets the capitalization criteria outlined in this policy and the Financial Accounting Standards Board (FASB) Standard No. 13, (November 1976). If any one of the following conditions exist at the initiation of the lease then the lease is to be treated as a capital lease:
    - The lease transfers ownership of the leased asset to the lessee by the end of the lease term. There must be a provision in the lease contract that legal ownership will be transferred.
    - The lease contains a bargain purchase option (BPO). The lease must have a provision that gives the lessee the right (an option) to buy the leased asset at a price that is significantly lower than the expected market value at the option date.
    - The lease term is equal to 75% or more of the total estimated economic life of the leased asset.
    - The present value of the minimum lease payments at the inception of the lease is at least 90% of the market value of the leased asset at that time. Minimum lease payments are the rental payments that the lessee is obligated to make in connection with the leased property. If the lease contains a BPO, the minimum lease payments equal the minimum rental payments plus the BPO amount. If the lease does not contain a BPO, the minimum lease payments include: (1) the minimum rental payments required by the lease over the lease term; (2) any residual value guarantee by the lessee at the expiration of the lease term; and (3) any penalty payment the lessee would be required to make if the lease is not renewed or extended at the expiration of the lease term.
  - **Non-Capital Assets**  
Expenditures for repairs, maintenance or replacement of components or parts of existing assets which do not extend the original estimated useful life or significantly enhance the value of the existing asset are non-capital expenditures.
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### *Depreciation*

Depreciable capital assets include all capital assets except land and construction-in-progress. Depreciation is calculated using the straight-line method over the applicable useful life as indicated on the table below with no assumed salvage value. Depreciation begins in the month following acquisition and ends in the month following disposal or at the end of the assigned useful life, whichever comes first. The acquisition date for capital projects is the beneficial occupancy date.

Capital Asset	Useful life
Building and building/leasehold improvements	30 years
Computers and related equipment	3 years
Furniture and all other equipment	10 years

Appendix  
Individual Policy Adopted and Amended Dates

1. Purpose and Work Responsibilities – Adopted 9/14/2005, amended 10/18/2006, 9/30/2009, 11/18/2014, 2/28/2017
  2. Bank Accounts – Adopted 9/14/2005, amended 11/18/2014, 4/25/2017
  3. Investments - Adopted 9/14/2005, amended 11/19/2009, 12/17/2013, 11/18/2014
  4. Financial Accounting Program – Adopted 9/14/2005
  5. Fundraising Program – Adopted 9/14/2005, amended 2/28/2014
  6. Check and Cash Receipts – Adopted 9/14/2005, amended 11/18/2014
  7. Purchasing and Disbursements – Adopted 9/14/2005, amended 10/18/2006
  8. Weblink / SafeSave and Credit Card processing – Adopted 11/14/2007, amended 2/28/2017
  9. Postage – Adopted 9/14/2005, amended 11/18/2014
  10. Osborn Branch Library – Adopted 9/14/2005, amended 3/22/2022
  11. Auxiliary Board receipts and Payments – Adopted 9/14/2005, amended 11/18/2014, 2/28/2017
  12. Staff disbursement and credit card use – Adopted 9/14/2005
  13. Payroll – Adopted 9/14/2005
  14. Payroll Reports – Adopted 9/14/2005, amended 11/18/2014
  15. Disability Insurance Reports – Adopted 9/14/2005, amended 11/18/2014
  16. Financial Reports and Board Packet Preparation – Adopted 9/14/2005, amended 11/18/2014, 2/28/2017
  17. Year End Procedures – Adopted 9/14/2005, amended 11/18/2014, 2/28/2017
  18. Audit – Adopted 9/14/2005
  19. IRS 990 – Return of Organization Exempt From Income Tax – Adopted 9/14/2005, amended 11/18/2014
  20. Budget preparation – Adopted 9/14/2005, amended 11/18/2014
  21. Annual Report – Adopted 9/14/2005, amended 11/18/2014
  22. New York State Report – Adopted 9/14/2005
  23. Insurance Policies – Adopted 9/14/2005, amended 11/18/2014
  24. Whistle Blower Protection – Adopted 9/14/2005
  25. Records Retention and Disposition schedule – Adopted 9/14/2005
  26. Conflict of Interest – adopted 9/14/2005
  27. Capitalization and Depreciation – adopted 7/18/2007
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## Mission Moments

Become a member today! Your membership truly makes a difference in the lives of all Rye residents. Visit [www.ryelibrary.org/support](http://www.ryelibrary.org/support) to become a member today.

Need a title from the Superintendent's Reading List? Copies are available at the library – ask the librarian for more details.

Explore the new Discovery Area on the Lower Level – these books and toys give children a place for imaginative play, fine motor skill development, and a chance to read with parents and caregivers.

### Notable Activities

Gingerbread Man Scavenger Hunt – December 29 at 11 am

A batch of gingerbread men have escaped and are loose in the Children's Room! Help us find where they are hiding by completing this fun scavenger hunt.

Noon Year's Countdown – December 30 at 11:30 am

Join us for a countdown to New Year's – with treats and a big screen ball drop.

Heads Up Distracted Driving Poster Exhibition – January 17 at 5:30 pm

In partnership with the Rye YMCA and RyeACT Coalition, teens showcase their artistic and marketing skills to share messages about safe driving.

Reading in Rye : Florence Kraut – January 18 at 7 pm

After a disastrous decision by his father, Morty finds himself exiled from his Brooklyn home, family, and woman he loves. His journey to return home forces him to consider his duty to his family, and ascribe meaning to the unasked-for sacrifices made on his behalf. Local author Florence Kraut returns to the Rye Free Reading Room to discuss her newest historical fiction novel, exploring families, futures, and love.

Preschool Stories with Ms. Lisa– Thursdays at 3:15

Brand new storytime! Join us at the Rye Free Reading Room for stories, songs, and activities geared specifically to your preschooler. Children ages 3-5 will explore together in a small, focused group with Ms. Lisa. This new program style features a 6-week curriculum filled with books and fun.